DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 5

Page 1

Agency Town of Sykesville

Division/Unit Secretary/Receptionist/editor

| Item No | Description | Retention |
|---------|---|--|
| 1 | Benefits- Plans; vision service plan, medical, dental, prescription drugs | Retain until updated or superceded, then destroy |
| 2 | Benefits- Vaccinations/Flushots; invoice, employee list, fee schedule | Retain 3 years, then destroy |
| 3 | Benefits- Brochures, Forms, Directories; LGIT, Risk Management, deferred compensation program, provider information, retirement employee packages | Retain until updated or superceded, then destroy |
| 4 | Benefits/Employee files; authorizations for insurance deductions, injury reports and attending documents, insurance applications, plan membership cards, benefits elections forms | Retain for 3 years after employee termination, or 1 year after termination plan, then destroy |
| 5 | Benefits/COBRA | Retain any active file for length of benefit. After termination retain 5 year, then destroy |
| 6 | Carroll Community Momentum Classes; purchase order, training agreement | Retain 3 years, then destroy |
| 7 | COHS/Carroll Occupational Health Services; forms, agreement, drug testing results, correspondence | Retain 3 years, after termination then destroy |
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| A | D. C. A. A. A. B. C. A. A. C. | |

Approved by Department, Agency or Division Representative

Date

Signature

Type Name ____

Matthew Candland

Title

Town Manager

Schedule Authorized by State Archivist

Date

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-173

Page 2 of 5

| Item No | Description | Retention |
|---------|--|--|
| 8 | Correspondence/General; Adelphia correspondence, basketball court correspondence | Screen annually. Destroy material having no further fiscal legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives |
| 9 | Daily Planners | Retain 2 years, then destroy |
| 10 | Equipment/Office; work order (repair) | Retain for 3 years, and until all audit requirements have been met, then destroy |
| 11 | Gatehouse Repairs | Retain for 3 years, and until all audit requirements have been met, then destroy |
| 12 | Historic District Commission/Sykesville; applications for certificate of approval, correspondence, photos, plans, historic preservation grant program application, cases and issue guidelines, tax credit applications, transmittal of receipts, resumes, meeting information, applications for commission openings, ad for vacancies, membership lists, conferences, purchase orders, map owner list, original meeting notes, Warfield final copy, minutes, agendas, guidelines on computer disk, tapes | Permanent. Transfer periodically to the MD State Archives |
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-173

Page 3 of 5

| | (CONTINUATION SHEET) | rage 5 of 5 |
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| Item No | Description | Retention |
| 13 | Insurance/LGIT; amendment 1989 | Retain 4 year after contract termination, then destroy |
| 14 | Insurance/LGIT; correspondence | Retain 3 years, then destroy |
| 15 | Insurance/LGIT; monthly census, 2003-2004 salary list filed with August census | Retain 3 years after employee termination or one year after termination of plan, then destroy |
| 16 | Insurance/LGIT; vehicle list | Retain until updated or superceded, then destroy |
| 17 | Insurance Claims/LGIT; property, personal injury, accident, general, check copies, repair quotes, vehicle accident report, estimate of repairs, claim summary reports, invoices, application for property insurance, renewal information, risk management and employee safety, safety and medical, hazardous materials right to know, agreement,/ CUGLE; workers compensation claims | Retain notice of claim with no further action for 5 years following the year to which they relate, then destroy. Retain notice of claim with lawsuit filed for 5 years after settled, then destroy. |
| 18 | Insurance Plans and Policies; accident/town volunteers, disability/long and short term, reclassification, bond, automobile policies, group life, American Industries Trust employee life insurance information, LGIT medical insurance and renewals, LGIT property and liability, medical insurance/health, CareFirst group medical and hospital service agreement comprehensive plan, enrollment application/doctor selection and member, policies | Retain until updated or superceded, then destroy |
| 19 | Insurance Reports/IWIF; unemployment reports (no claims), injured workers reports (no claims), premium payments, loss runs, claim detail reports, correspondence, receipts, forms | Screen annually. Destroy material having no further fiscal, legal or operational value. |
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-173

Page 4 of 5

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| Item No | Description | Retention |
| 20 | Insurance; Flood insurance rate map-Sykesville, Flood Insurance Study-Sykesville, preliminary report, flood profiles | Retain until updated or superceded, then destroy |
| 21 | Insurance/Retirement; Great West (old retirement plan) summary report, Great West Life/brochures, plan documents, quarterly reports/ benefits information, handbook/ PEBSCO (now Nationwide) employee retirement, IRS code 457, employee contributed retirement/ Town Personnel Retirement; general insurance, fidelity/surety bonds, health and life insurance | Retain 3 years after employee termination or one year after termination of plan, then destroy |
| 22 | Little Sykes Train; catalogs, signage information, memos, festival, sales order, licensing (legal information), safety codes | Retain until updated or superceded, then destroy |
| 23 | Maintenance Information; purchase orders for work shirts, job descriptions, on-call calendars, applications, want ads | Retain for 3 years and for purchase orders until all audit requirements have been met, then destroy |
| 24 | Maryland Municipal League (MML); agenda, menu information, attendees list, check copies | Retain 2 years, then destroy |
| 25 | Manuals; LGIT (scope of coverage), risk management, fee schedule, park reservations, visitors center, park meetings, employee handbook | Retain until updated or superceded, then destroy |
| 26 | Maryland Historic Preservation Commissions Handbook, consultant's report, "Economic Benefits of Historic Preservation" | Retain until updated or superceded, then destroy |
| 27 | Newsletters; ads, orders, newsletter including Sykesville Historic news (2001-2002) | Retain 2 copies newsletters permanently and transfer to MD State Archives. Ads and orders retain 3 years then destroy. |
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| DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE | | Schedule No. M-173 Page 5 of 5 | |
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| ltem No. | (CONTINUATION SHEET) Description | Retention | |
| 28 | Newsletter; calendar | Retain 2 years, then destroy | |
| 29 | Oil Recycling Shed; invoices, posted general ledger, check copies, grant information (copy), plans | Retain 5 years after final grant payment and all audit requirements have been met, then destroy | |
| 30 | Paid Invoices/Purchase Order Books; (examples) window cleaning, Sykesville Retreat, recycling bins/ Nextel bills; paid bills, correspondence, quotes | Retain for 3 years and until all audit requirements have been met, then destroy | |
| 31 | Personnel; employment turn-down notices, resumes | Retain for 2 years from date of action, then destroy | |
| 32 | Personnel; employee pay ranges, applications for employment (Maryland version) | Retain 3 years after termination, then destroy | |
| 33 | Regulating Flood; prone land in Maryland | Retain until updated or superceded, then destroy | |
| 34 | Telephone Message Books | Retain 2 years, then destroy | |
| 35 | Telephone System; Avaya, signed Verizon contract, background (account summary and correspondence), purchase orders, certificate of insurance, copies of checks | Retain 4 years after contract expiration, then destroy | |
| 36 | Vietnam War Veterans, Sykesville Area; compiled by Gary Douglas Jestes, Vietnam War Veterans list and photos | Permanent. Transfer periodically to the MD State Archives | |
| 37 | Working Files/ Examples; historic license plate, Century Homecoming Parade, Hurricane Isabel | Screen annually. Destroy material having no further fiscal legal or operational value. Retain permanently any material that serves to document the | |

origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS I | OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 P. MARYLAND 20794 | AGENCY RECORDS INVENTORY PAGE OF | |
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| | | MARTLANU 20/94 | 17.00 | |
| Jepartment/Agency | 2. Division Secreta | inj- | 3. Unit | |
| DEFINITION - RECORD SERIES - A group of related re | cords normally filed an | d used as a unit for reference as | well as retention and disposition purposes. | |
| 4. Record Series Title Benefits - Plant | 1.360) | | 5. Earliest Year/Latest Year 2002 to 2002 | |
| 6. Record Series Description (Briefly describe the types Vision Service Plan Medical Dental Prescription Drugs. | of informationn/docume | ents/forms found in the series. Inc | dude the purpose or function of the series. | |
| 7. Record Series Formal(s) | 8. Record Series | Sequence | 9. Volume | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetic | · | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
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| ☐ Bound Book ☐ Floppy Disk | ☐ Chronolog | ical | 40. Annual Annual Man | |
| I Audio Tape ☐ Video Tape | ☐ Geographi | cal | 10. Annual Accumulation ☐ File Drawer(s) | |
| ☐ Other (specify) | ☐ Other (spe | cify) | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| | | | Number 🔲 Other (specify) | |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Afte | l or Month(s) 🗀 Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate (If yes, specify agency or ☐ Yes ☐ N | | |
| 15. Access Restrictions Yes No | | 16. Audit Requirements | | |
| (II Yes, cite Law(s) & Regulation(s) | | ☐ None ☐ State | ☐ Federal ☐ Independent | |
| 17. Is an Index System Used? (If yes, explain briefly a any hadware/software | nd describe | 18. Recommended Retention | | |
| ☐ Yes ☐ No | | Datain until | datad an | |
| | | Retain until up superceded, the | | |
| Name and Title of Reparer OGS 550-4 (Rev. 1/93) | 410.884.4441 | 21. | Date 4-28-04 | |
| 2 20 200 7 (100) 100) | | | | |

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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD | | | |
| Retention Schedule (DGS 550-1) | The second secon | P.O. BOX 275 P. MARYLAND 20794 | PAGE OF | |
| Jepartment/Agency | 2. Division | | 3. Unit | |
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| DEFINITION - RECORD SERIES - A group of related rec | ords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. | |
| 4. Record Series Title Vaccinations / Fi | ushots | | 5. Earliest Year/Latest Year | |
| 6. Record Series Description (Briefly describe the types of invoice employee list fee schedule | f informationn/docume | nts/forms found in the series. In | clude the purpose or function of the series. | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | Number | |
| ☐ Bound Book ☐ Floppy Disk | □ Chronologi | cal | | |
| J Audio Tape ☐ Video Tape | ☐ Geographic | cal | 10. Annual Accumulation ☐ File Drawer(s) | |
| □ Other (specify) | ☐ Other (spe | cify) | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| | | | Number | |
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| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplical (If yes, specify agency o | | |
| 15. Access Restrictions | | 16. Audit Requirements | ☐ Federal ☐ Independent | |
| 17. Is an Index System Used? (If yes, explain briefly ar any hadware/software | nd describe | 18. Recommended Retention | | |
| □ Yes □ No . | | Retain 3 | years, then destroy | |
| Name and Title Preparer to 2 410.884.4441 | | 21. | Date 4-28-04 | |
| DGS 550-4 (Rev. 1/93) | | | | |

| Instructions - Type or Print a separate form for each | RECORDS | OF GENERAL SERVICES | AGENCY RECORDS INVENTORY | |
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| new or revised record series, forward with Record Relention Schedule (DGS 550-1) | F | NATERLOO ROAD P.O. BOX 275 P, MARYLAND 20794 | PAGE OF | |
| Jepartment/Agency | 2. Division | | 3. Unit | |
| | Secretary | 4 | R/E | |
| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed an | d used as a unit for reference a | s well as retention and disposition purposes. | |
| 4. Record Series Title Benefits Info 1 | 3 oochuun = | form, Directoris | 5. Earliest Year/Latest Year to | |
| 6. Record Series Description (Briefly describe the types of | Informationn/docume | ints/forms found in the series. | nclude the purpose or function of the series. | |
| LGIT Risk mgmt Deferred compensation 7. | ram & b | rochures | Form & Directorist | |
| Destated congressions p | | | | |
| Provider into Retirent employee pri | chages | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | al | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | Number | |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | | |
| J Audio Tape ☐ Video Tape | ☐ Geographic | cal | 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) | |
| Other (specify) | Other (spe | cify) | Computer Tape(s) Number | |
| | | | Number 2 Select (Speeding) | |
| 11. File is Used ☐ Daily ☐ Weekly | □ Monthly | 12. File Becomes Inactive A | fter Month(s) □ Year(s) | |
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| 13. Current Location(s) (Bldg., Floor, Room) 15+ Copy none 4DV - putty | | 14. Is Record Series Duplica (If yes, specify agency o | | |
| 15. Access Restrictions | | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulation(s) | | ☐ None ☐ State | ☐ Federal ☐ Independent | |
| 17. Is an Index System Used? (If yes, explain briefly and any hadware/software | d describe | 18. Recommended Retention | n | |
| □ Yes □ No | | | l updated or | |
| | | superceded | , then destroy | |
| 131 rovers | 110.884.4441 | 21 | . Date 429-04 | |
| DGS 550-4 (Rev. 1/93) | | | | |

| Instructions - Type or Print a separate form for each RECO | | OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD | AGENCY RECORDS INVENTORY | |
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| Jepartment/Agency | 2. Division | | 3. Unit | |
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| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. | |
| 4. Record Series Tille Benefits-Empl | oyer files | | 5. Earliest Year/Latest Year 2002 to 2003 | |
| 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. Authoryations for insurance deductions, Injury Repts + attending docs. Insurapplications Plan membership cands. benefits elections forms | | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | al | ☐ Microfilm Reel(s) | |
| ☐ Legal Size ☐ Computer Tape | □ Numerical □ Chronological □ Geographical □ Other (specify) | | Number | |
| ☐ Bound Book ☐ Floppy Disk | | | | |
| J Audio Tape ☐ Video Tape ☐ Other (specify) ————— | | | File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) | |
| 11. File is Used ☐ Daily ☐ Weekly | ☐ Monthly | 12. File Becomes Inactive Aft Number | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicat (If yes, specify agency or | r office) | |
| 15. Access Restrictions | | 16. Audit Requirements ☐ None ☐ State | ☐ Federal ☐ Independent | |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention Retain for three | 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Microfilm Reel(s) Microfilm Reel(s) Microfilm Reel(s) Other (specify) 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Microfilm Reel(s) Computer Tape(s) Microfilm Reel(s) Computer Tape(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) ter Month(s) Year(s) Year(s) Microfilm Reel(s) Microfilm Reel(s) Other (specify) ter Month(s) Year(s) Microfilm Reel(s) Microfil | |
| ☐ Yes ☐ No | | employee term | indition, or one year | |
| | | Then aestroy | | |
| Name and Title of Repare 410.884.4441 DGS 550-4 (Rev. 1/93) | | 21. | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS | OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD | AGENCY RECORDS INVENTORY | |
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| Retention Schedule (DGS 550-1) | 1 | P.O. BOX 275 P. MARYLAND 20794 | PAGE OF | |
| Jepartment/Agency | 2. Division | | 3. Unit | |
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| DEFINITION - RECORD SERIES - A group of related re | cords normally filed an | d used as a unit for reference a | s well as retention and disposition purposes. | |
| 4. Record Series Tille COBRA | | | 5. Earliest Year/Latest Year | |
| Bright | | | | |
| 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. | | | | |
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| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetic | al | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
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| J Audio Tape □ Video Tape | ☐ Geographi | cal | 10. Annual Accumulation | |
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| 2nd Hanning | | (If yes, specify agency of Yes | | |
| nouse | | | | |
| 15. Access Restrictions ☐ Yes ☐ No | | 16. Audit Requirements | | |
| (II Yes, cite Law(s) & Regulation(s) | | □ None □ State | ☐ Federal ☐ Independent | |
| Section of the sectio | | | | |
| 17. Is an Index System Used? (If yes, explain briefly | and describe | 18. Recommended Retentio | | |
| any hadware/software | | Retain 5 | years after on, then destroy active file for length it After termination as, then destrot | |
| □ Yes □ No | | Denet termination | active file for length | |
| | | legal of benef | it After termination | |
| | | opti (ctain 5 ye | as, Then week | |
| Nam Berfille Reference | 410.884.4441 | | . Date 4-27-04 | |
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| DGS 550-4 (Rev. 1/93) | | | | |

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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | | RECORDS N | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 PAGE OF | | | |
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| Jepartment/Agency 2. [| | 2. Division | | 3. Unit | | |
| | | Secreta | Secretary | | R/E | |
| DEFINITION - RECORD | SERIES - A group of related | d records normally filed an | d used as a unit for reference as | well as retention an | d disposition purposes. | |
| 4. Record Series Title Carroll Commun. | | rundy Mon | ventum Classes | 5. Earliest Year/L | atest Year | |
| 6. Record Series Descrip | otion (Briefly describe the typ | es of informationn/docume | ints/forms found in the series. Inc | lude the purpose o | r function of the series. | |
| · | Purchase ord | • | | | | |
| | Training agr | cement | | | | |
| , | | | | | · | |
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| | | · | | | | |
| 7. Record Series Format | (s) | 8. Record Series S | Sequence | 9. Volume | | |
| ☐ Letter Size | □ Microfilm | ☐ Alphabetic | al | | ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) | |
| ☐ Legal Size | ☐ Computer Tape | ☐ Numerical | | Number | | |
| | | | | INUMBER | Content (specify) | |
| ☐ Bound Book | ☐ Floppy Disk | ☐ Chronologi | ical | 10, Annual Accumulation | | |
| J Audio Tape | ☐ Video Tape | ☐ Geographic | cal | 10, Annual Accui | ☐ File Drawer(s) | |
| ☐ Other (specify) | • | ☐ Other (spe | cify) | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
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| 11. File is Used | | | 12. File Becomes Inactive Afte | <u> </u> | | |
| ☐ Daily | □ Weekly | ☐ Monthly | 11 | Month(s) | ☐ Year(s) | |
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| 13. Current Location(s) | (Bidg., Floor, Room) | | 14. Is Record Series Duplicate (If yes, specify agency or | | · | |
| Lori's wood | cab. | | 13 | lo | | |
| 15. Access Restrictions | | o | 16. Audit Requirements | · | | |
| (If Yes, cite Law(s) & Regulation(s) | | | □ None □ State | ☐ Federal | ☐ Independent | |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | | 18. Recommended Retention | | | |
| □ Yes □ No | | Datain 2 | 41 1 4 | | | |
| | | | Retain 3 years, | tnen destroy | | |
| : | | | | | | |
| Name and Title of | Propositor A | | <u> </u> | Date | | |
| | orce (g) | 410.884.4441 | 21. | 4-28-0 | 14 | |

DGS 550-4 (Rev. 1/93)

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS N 7275 V | T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 | AGENCY RECORDS INVENTORY | |
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| Jepartment/Agency | 2. Division | | 3. Unit | |
| | Secretar | | R/E | |
| DEFINITION - RECORD SERIES - A group of related rec | cords normally filed an | d used as a unit for reference as | well as retention and disposition purposes. | |
| 4. Record Series Title COH5 | | • | 5. Earliest Year/Latest Year 2001 to 2004 | |
| Carroll Occupational H | ealth Servic | es | 2001 10 200 1 | |
| 6. Record Series Description (Briefly describe the types of forms agreement any festing | | nts/lorms found in the series. Inc | clude the purpose or function of the series. | |
| | Asung | | | |
| Corres, | | | | |
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| 7. Record Series Formal(s) | 8. Record Series S | | 9. Volume | |
| □ Letter Size □ Microfilm | | · | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
| | ☐ Alphabetica | au . | | |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | Number Other (specify) | |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | | 10. Annual Accumulation | |
| Audio Tape ☐ Video Tape | ☐ Geographi | | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
| ☐ Other (specify) | Other (spe | | Number | |
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| 11. File is Used ☐ Daily ☐ Weekly | ☐ Monthly | 12. File Becomes Inactive Afte | or Month(s) □ Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate | | |
| Lorl's wood file cab, | | (If yes, specify agency or □ Yes □ N | office) | |
| 15. Access Restrictions | | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Begulation(s) | ٠. | . ☐ None ☐ State | ☐ Federal ☐ Independent | |
| 17. Is an Index System Used? (If yes, explain briefly a any hadware/software | nd describe | 18. Recommended Retention | | |
| □ Yes □ No | | 40 | Libranatión | |
| | | Retain 3 years, t | hen destroy | |
| : | | | | |
| Name and Title of Proparet | 410.884.4441 | | Date 1-28-04 | |
| DGS 550-4 (Rev. 1/93) | | · | | |

| Instructions - Type or Print a separate form for each | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY |
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| new or revised record series, forward with Record Retention Schedule (DGS 550-1) | | | PAGE OF |
| Jepartment∕Agency | 2. Division | | 3. Unit |
| | Secreta | n | R/E |
| DEFINITION - RECORD SERIES - A group of related reco | | U | well as retention and disposition purposes. |
| 4. Record Series Tille Scherat, Corres., | àn | | 5. Earliest Year/Latest Year 2001 to 2002 |
| 6. Record Series Description (Briefly describe the types of | | nts/forms found in the series. Inc | lude the purpose or function of the series. |
| adelphia corres Basketball court cor | | | |
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| 7. Record Series Formal(s) | 8. Record Series S | Sequence | 9. Volume |
| □ Letter Size □ Microfilm | ☐ Alphabetica | al | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| □ Legal Size □ Computer Tape | ☐ Numerical | | Number Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | | 10. Annual Accumulation |
| J Audio Tape ☐ Video Tape | ☐ Geographic | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Other (specify) | Other (spe | cify) ——— | U Computer Tape(s) Number □ Other (specify) |
| | | <u> </u> | |
| 11. File is Used ☐ Daily ☐ Weekly | ☐ Monthly | 12. File Becomes Inactive Afte | or Month(s) 🔲 Year(s) |
| | | Nambol . | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate (If yes, specify agency or | |
| Lou's Wood cab | | II | do , |
| 15. Access Restrictions | | 16. Audit Requirements | |
| (II Yes, cite Law(s) & Regulation(s) | ٠. | ☐ None ☐ State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly and | d describe | 18. Recommended Retention | |
| any hadware/software ☐ Yes ☐ No | | further fiscal, legal of permanently any mat | stroy material naving no r operational value. Retain erial that serves to |
| : | | document the origin, accomplishments of t periodically to the M | the department. Transfer |
| - | | <u> </u> | |
| Name, and Title of Preparer 2 | 410.884.4441 | 21. | Date 4-28-04 |
| DGS 550-4 (Rev. 1/93) | | : | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS N | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD | | CORDS INVENTORY |
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| Retention Schedule (DGS 550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE _ | OF |
| Jepartment/Agency | 2. Division | | 3. Unit | |
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| DEFINITION - RECORD SERIES - A group of related rec | ords normally filed and | d used as a unit for reference as | well as retention and | disposition purposes. |
| 4. Record Series Title Daily Planners | | | 5. Earliest Year/L | atest Year (903 |
| 6. Record Series Description (Briefly describe the types o | Informationn/docume | nts/forms found in the series. In | clude the purpose or | function of the series. |
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| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | ai | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | · | Number | ☐ Computer Tape(s) ☐ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | ral | | |
| I Audio Tape ☐ Video Tape | ☐ Geographic | | 10. Annual Accum | |
| ☐ Other (specify) | | | | ☐ File Drawer(s)☐ Microfilm Reel(s) |
| —————————————————————————————————————— | Other (spe | aiy) | Number | ☐ Computer Tape(s) ☐ Other (specify) |
| | | | | |
| 11. File is Used. □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Aft | | ☐ Year(s) |
| d Daily G Weekly | Li Montally | Number | Month(s) | Li real(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate | ed Elsewhere? | |
| 15t Lori's wood file Cab | | (If yes, specify agency or □ Yes □ | r office) No | |
| [DIT 5 00 000 170 000 | | | | · · · · · · · · · · · · · · · · · · · |
| 15. Access Restrictions ☐ Yes ☐ No (II Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | | • |
| | | ☐ None ☐ State | D Federal | ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly ar any hadware/software | nd describe | 18. Recommended Retention | | · |
| □ Yes □ No | | Data in 2 | | |
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| Name and Title of Preparer 2 | 410 004 4441 | 21. | Date | |
| 19t Roberto | 410.884.4441 | | 4-28-04 | |
| DGS 550-4 (Rev. 1/93) | | Silven | · | |
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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY |
| | | | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
| | Secretar | -4 | K/E |
| DEFINITION - RECORD SERIES - A group of related reco | | 7/ | well as retention and disposition purposes. |
| 4. Record Series Title Office Egrupm | | | 5. Earliest Year/Latest Year 2001 to 200 / |
| 6. Record Series Description (Briefly describe the types of | informationn/docume | nts/forms found in the series. Inc | clude the purpose or function of the series. |
| Work order (repair) | | | |
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| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| □ Letter Size □ Microfilm | ☐ Alphabetica | | Computer Tape(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | Number Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | | 10. Annual Accumulation |
| J Audio Tape ☐ Video Tape | ☐ Geographic | al | File Drawer(s) Microfilm Reel(s) |
| ☐ Other (specify) | ☐ Other (spe | cify) | Computer Tape(s) Number D Other (specify) |
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| 11. File is Used □ Daily □ Weekly | □ Monthly | 12. File Becomes Inactive Afte | er Month(s) ☐ Year(s) |
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| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate (If yes, specify agency or | |
| Lon's wood cab | | , | No |
| 15. Access Restrictions ☐ Yes ☐ No | | 16. Audit Requirements | |
| (II Yes, cite Law(s) & Regulation(s) | | ☐ None ☐ State | ☐ Federal ☐ Independent |
| | | | |
| 17. Is an Index System Used? (If yes, explain briefly an any hadware/software | d describe | 18. Recommended Retention | |
| ☐ Yes ☐ No | | Retain for three years (3) and | |
| G 163 G NO . | | | equirements have |
| : | | been met, then | uestroy |
| Name and Title of Preparer 2 | | JL | Date , |
| | 110.884.4441 | ۷۱. | 4-28-04 |
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| DGS 550-4 (Rev. 1/93) | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD | | AGENCY RECORDS INVENTORY |
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| Retention Schedule (DGS 550-1) | Р | O. BOX 275 , MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
| · | Secretar | y | Receptionist/editor |
| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Tille Gatchouse Rep | airu | | 5. Earliest Year/Latest Year 2004 to 2004 |
| 6. Record Series Description (Briefly describe the types of | informationn/documen | nts/forms found in the series. In | nclude the purpose or function of the series. |
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| | | | |
| 7. Record Series Format(s) | 8. Record Series S | equence | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | al . | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | D Numerical | | ☐ Computer Tape(s) Number ☐ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologic | cal | |
| J Audio Tape ☐ Video Tape | ☐ Geographic | | 10. Annual Accumulation □ File Drawer(s) |
| ☐ Other (specify) | ☐ Other (spec | | ☐ Microfilm Reel(s) |
| | | | Number |
| | L | r | |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Af Number | ter Month(s) 🖸 Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplica (If yes, specify agency o | |
| | | | |
| 15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | · |
| | | ☐ None ☐ State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly an any hadware/software | d describe | 18. Recommended Retention | 1 |
| □ Yes □ No . | | | equirements have |
| į. | | been met, then o | destroy |
| Name and Title of Preparer 4 | 10.884.4441 | 21 | . Date 4-28-04 |
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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | | | |
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| Retention Schedule (DGS 550-1) | | P.O. BOX 275 P. MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
| | Secretar | w w | R/E |
| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed an | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title Historic District | Commiss. | m | 5. Earliest Year/Latest Year |
| 6. Record Series Description (Briefly describe the types of | Informationn/docume | | clude the purpose or function of the series. |
| applications for certifica | ate of app | inval | Pases + issues |
| Photos Histo | preservatu | on grant isolan | applic. |
| Flans tax of | edit appli | c . | resumes |
| Transm | ital of re | ecipto. | meeting info |
| 7. Record Series Format(s) | 8. Record Series | Postuoneo | 9. Volume |
| □ Letter Size □ Microfilm | Alphabetic | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | Computer Tape(s) Number □ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | □ Chronologi | ical | Number & Cate (speeding) |
| J Audio Tape ☐ Video Tape | ☐ Geographi | | 10. Annual Accumulation |
| ☐ Other (specify) | ☐ Other (spe | cify) | ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | - | | Number |
| 11. File is Used | | 12. File Becomes Inactive After | |
| ☐ Daily ☐ Weekly | □ Monthly | Number | Month(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate | ad Fleawhere? |
| 15+ | | (If yes, specify agency or | |
| copy m 401- July | | 3 100 | |
| 15. Access Restrictions | | 16. Audit Requirements | |
| | | ☐ None ☐ State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention | |
| □ Yes □ No | | | ransfer periodically |
| | | to the Marylan | d State Archives |
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| Name and Title of Pregarer 20 | 410.884.4441 | | Date 4-29-04 |
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| JGS 550-4 (Rev. 1/93) | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS N | OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 | AGENCY RECORDS INVENTORY PAGE OF |
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| | JESSUF | P, MARYLAND 20794 | |
| Jepartment/Agency | 2. Division | | 3. Unit |
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| DEFINITION - RECORD SERIES - A group of related rec | cords normally filed an | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title Historic Commiss | 100 Minut | 4 | 5. Earliest Year/Lalest Year to 2004 |
| 6. Record Series Description (Briefly describe the types of | of informationn/docume | ents/forms found in the series. In | clude the purpose or function of the series. |
| | T = | | 9. Volume 1 binder |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume Dinger File Drawer(s) |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetic | al | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | Number |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | ical | |
| | | | 10. Annual Accumulation |
| J Audio Tape ☐ Video Tape | ☐ Geographi | cai | ☐ File Drawer(s) ☐ Microfilm Reel(s |
| ☐ Other (specify) | ☐ Other (spe | ocify) | Computer Tape(s) |
| | | | Number |
| | 1 . | | |
| 11. File is Used ☐ Daily ☐ Weekly | ☐ Monthly | 12. File Becomes Inactive Aft | er Month(s) □ Year(s) |
| | | Number | |
| 12 Committee (1) (Bld San Ban) | | | 15 |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplical (If yes, specify agency o | |
| 1st Hall buffet | | □ Yes □ | No |
| 16 Assess Bashishara B. Van B. Na | | 10 1 5 - | |
| 15. Access Restrictions | | 16. Audit Requirements | |
| | | ☐ None ☐ State | ☐ Federal ☐ Independent |
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| Is an Index System Used? (If yes, explain briefly a any hadware/software | nd describe | 18. Recommended Retention | |
| □ Yes □ No | | D T. | |
| G 765 G NO | | Permanent. Tran | |
| | | to the Maryland | State Archives |
| | | | |
| Name and Title of Preparer | | 21. | Date |
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| DGS 550-4 (Rev. 1/93) | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE OF |
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| Jepartment/Agency | 2. Division Secreta | | 3. Unit R/E |
| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title Syxes. Historic Dis | trict Comm | 155/070 | 5. Earliest Year/Latest Year 2001 to 2003 |
| 6. Record Series Description (Briefly describe the types of all agendas.) Corresp. Guedelines on con | | | clude the purpose or function of the series. |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | a l . | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | Number |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | |
| J Audio Tape ☐ Video Tape ☐ Other (specify) | ☐ Geographic ☐ Other (spe | | 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Afte | ar Month(s) □ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) 15+ Cony room putting | | 14. Is Record Series Duplicate (If yes, specify agency or ☐ Yes ☐ N | |
| 15. Access Restrictions ☐ Yes ☐ No (II Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention | |
| □ Yes □ No | | Permanent. Tra to the Maryland | nsfer periodically State Archives |
| Name and Tille of Préparêr 20. DGS 550-4 (Rev. 1/93) | Telephone Number | 21. | Date 4-29-14 |

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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS N | OF GENERAL SERVICES MANAGEMENT DIVISION MATERLOO ROAD | AGENCY RECORDS INVENTORY |
| Retention Schedule (DGS 550-1) | F | P.O. BOX 275 P. MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
| | Secretary | <i>*</i> | R/E |
| DEFINITION - RECORD SERIES - A group of related rec | ords normally filed an | d used as a unit for reference a | as well as retention and disposition purposes. |
| 4. Record Series Title SHDC tapet (Syked that Disnot Commi | 5510n) | | 5. Earliest Year/Lalest_Year |
| 6. Record Series Description (Briefly describe the types of | | ints/forms found in the series. | Include the purpose or function of the series. |
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| | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume 23 audio tape 2 |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | al | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | Computer Tape(s) Number □ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | |
| J Audio Tape ☐ Video Tape | ☐ Geographic | | 10. Annual Accumulation |
| ☐ Other (specify) | } | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| | Other (spe | | Number |
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| 11. File is Used | | 12. File Becomes Inactive A | |
| ☐ Daily ☐ Weekly | ☐ Monthly | Number | Month(s) ☐ Year(s) |
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| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplication (If yes, specify agency) | |
| Hall buffet | | D Yes D | No |
| 15. Access Restrictions Yes No | | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulation(s) | | | D Sadarah - C Indonondent |
| · | | ☐ None ☐ State | P ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly an any hadware/software | d describe | 18. Recommended Retentio | n . |
| □ Yes □ No | | Permanent. Tra | insfer periodically |
| | | to the Maryland | State Archives |
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| Name and Title of Preparer 20. | Telephone Number | 21 | 1. Date |
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| DGS 550-4 (Rev. 1/93) | | | |

| HSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | AGENCY RECORDS INVENTORY Page Of |
|---|---|--|
| 1. DEPARTMENT/AGENCY | 2. DIVISION Sec. | 3. UNIT |
| DEFINITION - Records Series - A group of related reco | rds normally filed and used as a unit for reference as | well so retention and disposition purposes. |
| 4. RECORD SERIES TITLE Greene Grown. LGIT Agreeme | | 5. EARLIEST YEAR / LATETEST YEARTO |
| 6. RECORD SERIES DESCRIPTION (Briefly describe the types of CAMANAMENT 1989 | Information/documents/forms found in the Series. Include | e the purpose or function of the Series) |
| | | |
| | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE | 9. VOLUME |
| Letter Size | Alphabetical | □ File Orawer(s) □ Microfilm Reel (s) |
| D Legal Size D Computer Tape | O Numerical | Computer Tabe (s) Cother (Specify) |
| □ Bound Book □ Floppy Disk | Chronological | Number |
| D Audio Tape D Video Tape | □ Geographical | 10. ANNUAL ACCUMULATION |
| U Other (Specify) | Other (Specify) | O File Drawer (s) O Microfilm Reel (s) O Computer Tape(s) O Other (Specify) |
| | | Number |
| 11. FILE IS USED | 12. FILE BECOMES INACTIVE AFTER | |
| 🗆 Daily 🗆 Weekly 🗀 Monthly | D Number | Monih(s) O Year(s) |
| 13. CURRENT LOCATION(S) (Bidg. Floor, Room) Attic - J | 14. IS RECORD SERIES DUPLICATED ELSEWHER | E7 (If yes, specify agency or office) |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) | 16. AUDIT REQUIREMENTS | |
| □ Yes □ No | · 🗆 None 🗆 Slate 🖽 | Federal D Independent |
| 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) □ Yes □ No | 18. RECOMMENDED RETENTION Petain 4/1. after Co | ndhacd terminalion. |
| 19. NAME AND TITLE OF PREPARER | · | 21. DATE 5-4-03 |
| | 10.884.4441 | |

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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS M 7275 V | OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 | AGENCY RECORDS INVENTORY |
| | | , MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division Seeptane | <i></i> | 3. Unit () = |
| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title SHDC tapes (SYKE) Hist District Commi | ss/on) | | 5. Earliest Year/Lalest Year |
| 6. Record Series Description (Briefly describe the types of | | nts/forms found in the series. Inc | clude the purpose or function of the series. |
| | | | · |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume 33 audio tapes |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | aj | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | . □ Numerical | | ☐ Computer Tape(s) Number ☐ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologie | anl | |
| | | | 10. Annual Accumulation |
| J Audio Tape ☐ Video Tape | ☐ Geographic | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Other (specify) ——————— | Other (spe | | ☐ Computer Tape(s) Number ☐ Other (specify) |
| 11 File is Used. □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Afte | or Month(s) □ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) 154 Hall buffet | | 14. Is Record Series Duplicate (If yes, specify agency or | |
| 15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements None State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly ar any hadware/software | nd describe | 18. Recommended Retention | |
| □ Yes □ No | | Permanent. Tran to the Maryland S | |
| 1st Roberto | Telephone Number | 21. | Date 4-28-24 |
| DGS 550-4 (Rev. 1/93) | | | |

| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | AGENCY RECORDS INVENTORY Page |
|--|---|---|
| 1. DEFARTMENT/AGENCY | 2. DIVISION Sec . | 3. UNIT |
| DEFINITION - Records Series - A group of related reco | rds normally filed and used as a unit for reference as | well se retention and disposition purposes. |
| 4. RECORD SERIES TITLE DANG LGIT Comes. | | 5. EARLIEST YEAR / LATETEST YEAR 1987 TO 1989 |
| 6. RECORD SERIES DESCRIPTION (Briefly describe the types of | Information/documents/forms found in the Series. Include | the purpose or function of the Series) |
| | | |
| | | |
| | | |
| | A DECORD SERVE SECUENCE | A VOLUME |
| 7. RECORD SERIES FORMAT(S) U Letter Size | 8. RECORD SERIES SEQUENCE Alphabetical | 9. VOLUME D File Drawer(s) D Microfilm Reel (s) |
| 🗆 Legal Size 💢 Compuler Tape | □ Numerical | Computer Tape (s) Other (Specily) |
| Bound Book | □ Chronological | Number |
| 🗆 Audio Tape 🗆 Video Tape | □ Geographical | 10. ANNUAL ACCUMULATION |
| D Other (Specify) | Other (Specify) | File Drawer (s) Microfilm Reel (s) Computer Tape(s) Other (Specify) |
| | | Number |
| 11. FILE IS USED | 12. FILE BECOMES INACTIVE AFTER | |
| Daily | D | Month(s) D Year(s) |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) OHTIC -J | 14. IS RECORD SERIES DUPLICATED ELSEWHERE | E? (If yes, specify agency or office) |
| 15. ACCESS RESTRICTIONS (If yes, cile law(s) & regulation(s) | 16. AUDIT REQUIREMENTS | |
| D Yes D No | □ None □ State □ F | edetal 🗆 Independent |
| 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) | 18. RECOMMENDED RETENTION | ears, then destroy |
| U Yes U No | Actam 5 y | |
| 19. NAME AND THEE OF PREPARET | 20. TELEPHONE NUMBER | 21. DATE 5-4-04 |
| 419 | 0.884.4441 | , , , , |

IGS 550-4 (Revised 1/93)

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS N 7275 V | OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD | AGENCY RECORDS INVENTORY |
|---|--------------------------|---|---|
| Retention Schedule (DGS 550-1) | | P.O. BOX 275 P. MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
| | | · | |
| DEFINITION - RECORD SERIES - A group of related r | ecords normally filed an | d used as a unit for reference as | s well as retention and disposition purposes. |
| 4. Record Series Title M. LGIT | | | 5. Earliest Year/Latest Year |
| 6. Record Series Description (Briefly describe the types | of informationn/docume | ints/forms found in the series. In | nclude the purpose or function of the series. |
| | | | |
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| • | | | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| □ Letter Size □ Microfilm | ☐ Alphabetica | al . | ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | Number |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | |
| J Audio Tape ☐ Video Tape | ☐ Geographic | cal | 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) |
| ☐ Other (specify) | ☐ Other (spe | cify) | Computer Tape(s) Number |
| | | | Trained 2 Cook (eposity) |
| 11. File is Used □ Daily □ Weekly | . Monthly | 12. File Becomes Inactive Af | ter Month(s) □ Year(s) |
| | · | Number | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplica | |
| attic | | (If yes, specify agency o | No |
| 15. Access Restrictions ☐ Yes ☐ No | | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulation(s) | • . | ☐ None ☐ State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly any hadware/software | and describe | 18. Recommended Retention | 1 |
| □ Yes □ No | | | |
| · | | | |
| | | | |
| k I | 20. Telephone Number | 21. | Date |
| 1st Koberto | 410.884.4441 | | 4-29-04 |
| DGS 550-4 (Rev. 1/93) | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS M 7275 V | OF GENERAL SERVICES IANAGEMENT DIVISION VATERLOO ROAD 1.0. BOX 275 | AGENCY RECORDS INVENTORY |
|--|------------------------------------|--|--|
| | | , MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
| | Secreta | inf | 1/5 |
| DEFINITION - RECORD SERIES - A group of related re | ecords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title LGIT-Mon | they Censu | es | 5. Earliest Year/Latest Year to |
| 6. Record Series Description (Briefly describe the types 2003-04 Salany UST Filed w | nts/forms found in the series. Inc | clude the purpose or function of the series. | |
| health mores Chosedos | polany - 11 | changes wife wol | (EGIT |
| 7. Record Series Format(s) | 8. Record Series S | | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | d . | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | Number |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | 40 A |
| J Audio Tape ☐ Video Tape | ☐ Geographic | zal . | 10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Other (specify) | Other (spec | cify) | ☐ Computer Tape(s) Number ☐ Other (specify) |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Afte | or Month(s) 🗀 Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate (If yes, specify agency or ☐ Yes ☐ N | |
| 15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements ☐ None ☐ State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly any hadware/software | and describe | employee to | B years after ermination or one ermination of lestroy |
| Name and Title of Preparer DGS 550-4 (Rev. 1/93) | 20. Telephone Number | i | Date 128-02/ |

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|---|----------------------------|---|---|
| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS N 7275 V | OF GENERAL SERVICES NANAGEMENT DIVISION VATERLOO ROAD | AGENCY RECORDS INVENTORY |
| Retention Schedule (DGS 550-1) | | O. BOX 275 MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
| | Secretary | | R/E |
| DEFINITION - RECORD SERIES - A group of related | records normally filed and | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Tilleton LGIT Vehicle | List | | 5. Earliest Year/Latest Year 2002_ to 2003 |
| 6. Record Series Description (Briefly describe the type | s of informationn/document | nts/forms found in the series. Inc | clude the purpose or function of the series. |
| | • | | |
| | | | |
| | • | | |
| | | | |
| 7. Record Series Formal(s) | 8. Record Series S | equence | 9. Volume |
| □ Letter Size □ Microfilm | ☐ Alphabetica | 1 | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | • | Number Computer Tape(s) Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologic | cal | |
| J Audio Tape □ Video Tape | ☐ Geographic | al al | 10. Annual Accumulation ☐ File Drawer(s) |
| ☐ Other (specify) | ☐ Other (spec | cify) | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | | | Number Other (specify) |
| 11. File is Used | | 12. File Becomes Inactive Afte | or |
| □ Daily □ Weekly | ☐ Monthly | Number 🗆 🗆 | Month(s) ☐ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate | ed Elsewhere? |
| Loris Wood Cab. | | (If yes, specify agency or | |
| | | | |
| 15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | |
| | | ☐ None ☐ State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly any hadware/software | and describe | 18. Recommended Retention | |
| □ Yes □ No | | Datain until und | lated or |
| | | Retain until upo superceded, the | |
| | | | |
| Names and Time of Proparer | 20. Telephone Number | 21. | Date |
| | 410.884.4441 | | 4-28-04 |
| JGS 550-4 (Rev. 1/93) | | <u></u> | , |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY PAGE OF |
|--|---|---|---|
| Jepartment/Agency Clouring | 2. Division Seche | tany | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title 1617 Property | claims | | 5. Earliest Year/Latest Year |
| 6. Record Series Description (Briefly describe the types of Perpetty Personal Infury accordent | informationn/document | nts/forms found in the series. Inc | lude the purpose or function of the series. |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| □ Letter Size □ Microfilm | ☐ Alphabetica | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | | | Computer Tape(s) |
| | | | Number |
| ☐ Bound Book ☐ Floppy Disk J Audio Tape ☐ Video Tape ☐ Other (specify) | ☐ Chronological ☐ Geographical ☐ Other (specify) | | 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) |
| 11. File is Used ☐ Daily ☐ Weekly | ☐ Monthly | 12. File Becomes Inactive Afte | r Month(s) □ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate (If yes, specify agency or □ Yes □ N | office) |
| 15. Access Restrictions | | 16. Audit Requirements None State | □ Federal □ Independent To white |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention Not Retain notice of clair action for 5 Y follow Not they relate, then des of claim with lawsui settled, then destroy | m with no further to the year to which stroy. Retain notice t filed for 5 Y after |
| 1 M 1 GOLDAN | Telephone Number 10.884.4441 | 21. | Date 4-29-04 |

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|---|----------------------------|---|---|
| Instructions - Type or Print a separate form for each new or ravised record series, forward with Record | RECORDS M | OF GENERAL SERVICES ANAGEMENT DIVISION ATERLOO ROAD | AGENCY RECORDS INVENTORY |
| Retention Schedule (DGS 550-1) | Р | O. BOX 275 , MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | ı | 3. Unit |
| | S'ecre | tant | R/E |
| DEFINITION - RECORD SERIES - A group of related | records normally filed and | used as a unit for reference a | s well as retention and disposition purposes. |
| 4. Record Series Title LGIT Personal | Injury Cla | IMS | 5. Earliest Year/Latest Year |
| 6. Record Series Description (Briefly describe the type | s of informationn/documen | nts/forms found in the series. | include the purpose or function of the series. |
| | | | |
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| | | • | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series S | equence | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | • • | Computer Tape(s) Number |
| • | | 1 | (specify) |
| | ☐ Chronologic | | 10. Annual Accumulation |
| | ☐ Geographic | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Other (specify) | Other (spec | лу) ——— | ☐ Computer Tape(s) Number ☐ Other (specify) |
| | | | |
| 11. File is Used | D. Manthi | 12. File Becomes Inactive A | |
| ☐ Daily ☐ Weekly | ☐ Monthly | Number | Month(s) ☐ Year(s) |
| 12 Current Leasting (2) (Classification Country) | | 14 15 00 00 10 00 00 00 00 00 00 00 00 00 00 | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplica (If yes, specify agency | or office) |
| 7171.0 | | □ Yes □ | No |
| 15. Access Restrictions |) | 16. Audit Requirements | |
| (II Yes, cite Law(s) & Begulation(s) | ٠. | ☐ None ☐ State | e □ Federal □ Independent |
| | | | |
| 17. Is an Index System Used? (If yes, explain brieft any hadware/software | y and describe | | f claim with no further |
| □ Yes □ No | | | ollowing the year to which n destroy. Retain notice |
| | | of claim with la | wsuit filed for 5 Y after |
| . : | | settled, then de | struy. |
| Name and Title of Preparer | 20. Telephone Number | 2 | 1. Date |
| 1 Day 120 | • | | 4-29-09 |
| LIT KOVELLO | 410.884.4441 | | |
| JGS 550-4 (Rev. 1/93) | - · - | | |

| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | AGENCY RECORDS INVENTORY PageOI |
|--|---|---|
| 1. DEPARTMENT/AGENCY | Sccretary. | 3. UNIT |
| DEFINITION - Records Series - A group of related reco | rds normally filed and used as a unit for reference as | well as retention and disposition purposes. |
| 4. RECORD SERIES TITLE INSUVANCE CLAIR | | 5. EARLIEST YEAR / LATETEST YEAR 1988 to 1989 |
| (accident |) | |
| 6. RECORD SERIES DESCRIPTION (Briefly describe the types of | Information/documents/forms found in the Series. Include | the purpose or function of the Series) |
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| | • | |
| | | |
| 7. RECORD SERIES FORMAT(S) | B. RECORD SERIES SEQUENCE | 9. VOLUME |
| U Letter Size U Microfilm | □ Alphabetical | □ File Drawer(s) □ Microfilm Reel (s) |
| 🗆 Legal Size 💢 Compuler Tape | □ Numerical | □ Computer Tape (s) □ Other (Specify) |
| □ Bound Book □ Floppy Disk | □ Chronological | Number |
| □ Audio Tape □ Video Tape | ☐ Geographicat | 10. ANNUAL ACCUMULATION |
| | Other (Specify) | □ File Orawer (s) □ Microfilm Reel (s) |
| Olher (Specify) | Office (Specify) | ☐ Computer Tape(s) ☐ Other (Specify) |
| | | |
| | | Number |
| 11. FILE IS USED | 12. FILE BECOMES INACTIVE AFTER | |
| 🗆 Daily 🗅 Weekly 🗅 Monthly | Number | Month(s) Year(s) |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) | 14. IS RECORD SERIES DUPLICATED ELSEWHER | E7 (If yes, specify agency or office) |
| attic-T | U Yes | □ No |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) | 16. AUDIT REQUIREMENTS | · |
| □ Yes □ No | □ None □ State □ | Federal 🗆 Independent |
| 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) □ Yes □ No | 18. RECOMMENDED RE action for 5 Y followhere they relate, then d | aim with no further owing the year to which estroy. Retain notice uit filed for 5 Y after oy. |
| 19. NAME AND LIVE OF PREPARER | 20. TELEPHONE NUMBER | 21. DATE 5-4-03 |

⁼ 410.884.4441

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|---|---------------------------|---|---|
| Instructions - Type or Print a separate form for each new or ravised record series, forward with Record | RECORDS M | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD | AGENCY RECORDS INVENTORY |
| Relention Schedule (DGS 550-1) | P | P.O. BOX 275 P. MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
| | Secreta | ary | R/E |
| DEFINITION - RECORD SERIES - A group of related r | ecords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title LGIT Gen | eral Claims | | 5. Earliest Year/Latest Year 2003 |
| 6. Record Series Description (Briefly describe the types | of Informationn/docume | nts/forms found in the series. In | clude the purpose or function of the series. |
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| | | | |
| | | | |
| | | | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | • | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | • | ☐ Computer Tape(s) Number ☐ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | |
| Audio Tape 🖂 Video Tape | | | 10. Annual Accumulation |
| | ☐ Geographic | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Olher (specify) —————— | Other (spe | ш <u>у</u> , | U Computer Tape(s) Number □ Other (specify) |
| • | | | |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Att | |
| □ Daily □ Weekly | is wonthly | Number | Month(s) ☐ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicat | ad Fleawhara? |
| 1.5 T | | (If yes, specify agency or | r office) |
| Loris wood cab. | | O Yes O | No |
| 15. Access Restrictions | | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulation(s) | ٠. | ☐ None ☐ State | ☐ Federal ☐ Independent |
| 17 10 00 10 10 10 10 10 10 10 10 10 10 10 | | 40.5 | |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention Retain notice of c | laim with no |
| □ Yes □ No | | further action for | • |
| | | year to which they destroy. Retain no | otice of claim with |
| : | | lawsuit filed for 5 | |
| Name and Title of Preparer | 20. Telephone Number | " | Date |
| Rose Dollar of | | | 4-28-04 |
| CE STOLIN CON | 410.884.4441 | 1 | |
| DGS 550-4 (Rev. 1/93) | 710.007.17 11 | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS M 7275 V | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD | AGENCY RECORDS INVENTORY |
|---|---------------------------|---|--|
| Retention Schedule (DGS 550-1) | | O. BOX 275 MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
| | Secretar | y | R/E |
| DEFINITION - RECORD SERIES - A group of related a | ecords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title LG/T Covered | Property Sch | edule. | 5. Earliest Year/Latest Year |
| 6. Record Series Description (Briefly describe the types | of Informationn/docume | nts/forms found in the series. In | clude the purpose or function of the series. |
| Claims | | | |
| | | | |
| | | | • |
| | | | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | j | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | , | Number |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronological | | |
| I Audio Tape □ Video Tape | ☐ Geographic | cal | 10. Annual Accumulation ☐ File Drawer(s) |
| ☐ Other (specify) | ☐ Other (spe | cify) | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | | | Number |
| 11 File is Head | | 12 File Recomes Inseting Aff | 01 |
| 11. File is Used Daily Weekly | ☐ Monthly | 19 | Month(s) ☐ Year(s) |
| | · | Number | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplical | |
| Lon' woodcab | | (If yes, specify agency o ☐ Yes ☐ | No . |
| 15. Access Restrictions Yes No | | 16. Audit Requirements | |
| (II Yes. cite Law(s) & Regulation(s) | ٠. | □ None □ State | ☐ Federal ☐ Independent |
| | | LI NOTION LI STATE | |
| 17. Is an Index System Used? (If yes, explain briefly any hadware/software | and describe | 18. Recommended Retention | |
| D Yes D No | | action for 5 Y follo | laim with no further wing the year to which |
| | | they relate, then do | estroy. Retain notice uit filed for 5 Y after |
| : | | settled, then destro | |
| Name and Title of Preparer | 20 Telephone Number | 21 | Date |
| Ast Kale 25 | | l l | -28-04 |
| y we want to | 410.884.4441 | <i>'</i> | / |
| DGS 550-4 (Rev. 1/93) | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS M | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD | AGENCY RECORDS INVENTORY |
|---|---------------------------------------|---|---|
| Retention Schedule (DGS 550-1) | Р | O. BOX 275 MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
| | Secreta | at the | R/E |
| DEFINITION - RECORD SERIES - A group of related | records normally filed and | d used as a unit for reference as | well as retention and disposition purposes |
| | · · · · · · · · · · · · · · · · · · · | | 5. Earliest Year/Latest Year |
| 4. Record Series Tille LG/T Ins | urance (1911) | 7 | 2003 to 3003 |
| 6. Record Series Description (Briefly describe the type | s of Informationn/docume | nts/forms found in the series. In | clude the purpose or function of the series. |
| Chil copies | | | |
| Repair quotes | | | |
| Vehicle accident rept. | | | |
| Chilcopies Repair quotes Vehicle accident rept. Estimates of repair | | | |
| | | | |
| Cases closed. | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | al . | ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | Number |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologie | cal · | |
| J Audio Tape □ Video Tape | ☐ Geographic | | 10. Annual Accumulation |
| | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Other (specify) | Other (spec | ——— | Number |
| | | | |
| 11. File is Used | | 12. File Becomes Inactive Aft | |
| ☐ Daily ☐ Weekly | ☐ Monthly | Number | Month(s) |
| | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicat (If yes, specify agency of | |
| Lon's wood file cab | | | No . |
| 15. Access Restrictions |) | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulation(s) | | · · | □ Endaral □ Independent |
| | | □ None □ State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain brief | y and describe | 18. Recommended Retention | • |
| any hadware/software | | | ce of claim with no further Y following the year to which |
| □ Yes □ No | | they relate, | then destroy. Retain notice |
| | | of claim wit settled, then | h lawsuit filed for 5 Y after |
| · | | setticu, tilei | i ucsti Uy. |
| Name and Title of Preparer | 20. Telephone Number | 21. | Date |
| 1991 Roberto | 440.004.444 | | 4-28-04 |
| | 410.884.4441 | | |
| DGS 550-4 (Rev. 1/93) | | | |

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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Relention Schedule (DGS 550-1) | RECORDS N 7275 V | OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 | AGENCY RECORDS INVENTORY | |
| | JESSUP | P, MARYLAND 20794 | PAGE OF | |
| Jepartment/Agency | 2. Division | Sec. | 3. Unit | |
| DEFINITION - RECORD SERIES - A group of related | records normally filed an | d used as a unit for reference | as well as retention and disposition purposes. | |
| 4. Record Series Title Insurance | Workers comp | Claims | 5. Earliest Year/Latest Year 1980 to 1985 | |
| 6. Record Series Description (Briefly describe the typ | es of informationn/docume | ints/forms found in the series. | Include the purpose or function of the series. | |
| Cugle | | | | |
| Cugle | | | | |
| Lains | | | | |
| | | | | |
| | | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume | |
| □ Letter Size □ Microfilm | ☐ Alphabetic | | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
| | □ Numerical | | Under □ Computer Tape(s) Number □ Other (specify) | |
| | | | Number D Outer (specify) | |
| □ Bound Book □ Floppy Disk | Chronologi | | 10. Annual Accumulation | |
| J Audio Tape □ Video Tape | ☐ Geographi | | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
| ☐ Other (specify) | Other (spe | icify) | Number | |
| | | | | |
| 11. File is Used | | 12. File Becomes Inactive | | |
| □ Daily □ Weekly | ☐ Monthly | Number | | |
| | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Dupli (If yes, specify agency | | |
| Attic | | □ Yes □ | No | |
| 15. Access Restrictions | 0 | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulation(s) | | □ None □ Sta | te 🗆 Federal 🗆 Independent | |
| | | | | |
| 17. Is an Index System Used? (If yes, explain brief any hadware/software | fly and describe | 18. Recom Retain notice | ce of claim with no | |
| □ Yes □ No | | further action for 5 Y following the | | |
| | | year to which they relate, then destroy. Retain notice of claim with | | |
| | | lawsuit filed | for 5 Y after settled, | |
| Name and Title of Pressure | 20 Telephone Munit | | | |
| Name and Title of Preparer | 20. Telephone Number | | 21. Date 4-28-04 | |
| 1 De Koberto | 410.884.4441 | | 4-29-04 | |
| DGS 550-4 (Rev. 1/93) | | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY REC | ORDS INVENTORY |
|--|---|---|--|--------------------------------------|
| Meteritori Schedule (DGS 550-1) | | | PAGE | OF |
| Jepartment/Agency | 2. Division | | 3. Unit | . • |
| | Secreta | ny | RIE | |
| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed and | d used as a unit for reference as | well as retention and | disposition purposes. |
| 4. Record Series Title Worker's Comp | 1 | | 5. Earliest Year/La | |
| 6. Record Series Description (Briefly describe the types of | informationn/docume | ints/forms found in the series. In | clude the purpose or | function of the series. |
| Injury Claims | | | | |
| | | | | |
| | | | | |
| | | · | | |
| 7. Record Series Formal(s) | 8. Record Series S | Sequence | 9. Volume | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | ai | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | | |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | ical | | |
| J Audio Tape ☐ Video Tape | ☐ Geographical | | 10. Annual Accumi | |
| ☐ Other (specify) | ☐ Other (spe | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| | | | Number | ☐ Computer Tape(s)☐ Other (specify) |
| | <u> </u> | | | |
| 11. File is Used: □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Aft □ Number | ter Month(s) | □ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicat | led Elsewhere? | |
| Lon's wood cab | | (If yes, specify agency o | | |
| 15. Access Restrictions ☐ Yes ☐ No | | 16. Audit Requirements | | |
| (II Yes, cite Law(s) & Regulation(s) | · . | ☐ None ☐ State | C Federal | □ Independent |
| 17. Is an Index System Used? (If yes, explain briefly an | d describe | 18. Recommended Retention | - | |
| any hadware/software ☐ Yes ☐ No | | Retain notice of cl action for 5 Y follo they relate, then de | aim with no furthe wing the year to wlestroy. Retain notice | hich |
| ; | | of claim with lawsu settled, then destro | it filed for 5 Y afte | r |
| Name and Title of Preparer 20. | Telephone Number | 21. | Date | |
| | 0.884.4441 | | 4-28-04 | |
| DGS 550-4 (Rev. 1/93) | | | | |

| Instructions - Type or Print a separate form for each | | OF GENERAL SERVICES ANAGEMENT DIVISION | AGENCY RECORDS INVENTORY | |
|---|---|--|--|-----------|
| naw or revised record series, forward with Record Retention Schedule (DGS 550-1) | P. | ATERLOO ROAD O. BOX 275 MARYLAND 20794 | PAGE OF | |
| Jepartment/Agency | 2. Division | | 3. Unit | |
| | In Se | 26. | R/E | |
| DEFINITION - RECORD SERIES - A group of related re | cords normally filed and | used as a unit for reference | as well as retention and disposition purposes | |
| 4. Record Series Title LGIT (MUL) (Local Gov+ Insurance Trus | Insurance | | 5. Earliest Year/Latest Year 990 to _ ? _ | |
| 6 Record Series Description (Briefly describe the types | of informationn/documen | nts/forms found in the series | . Include the purpose or function of the series. | |
| Accidents + repts a Chaims Injuries chaimsummany repts invoices [Drawer way too full] | enewal info amended + res n'su mgmt + | itated employee safety | afety - medical hazardous materials - right to know LGIT agreemt | + |
| | | | 1 | |
| 7. Record Series Format(s) | 8. Record Series S | | 9. Volume File Drawer(s | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | | ☐ Microfilm Ree ☐ Computer Tape | (s) |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | Number | |
| ☐ Bound Book ☐ Floppy Disk | Chronologic | al Control of the Con | 10. Annual Accumulation | |
| J Audio Tape ☐ Video Tape | ☐ Geographic | al | File Drawer(s | * |
| Other (specify) | Other (spec | aify) | Number | (s) |
| 11. File is Used ☐ Daily ☐ Weekly | . Monthly | 12. File Becomes Inactive | a After □ Month(s) □ Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) Planning noom. | | 14. Is Record Series Dup (If yes, specify agen | cy or office) | |
| 15. Access Restrictions | | 16. Audit Requirements | | |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No | | 18. Recommended Rete Screen annuary. Desired annuary Desired further fiscal, legal or oppermanently any materia document the origin, devaccomplishments of the periodically to the MD S | erational value. Retain I that serves to elopment and department. Transfer | Heads and |
| Name and Title of Preparer | 20. Telephone Number | Saraan annually Dagter | 21. Date 4-27-04 | K & & & |

| DGS 550-4 (Hay) 1793Y | obecto " | 410.884.4441 | | |
|---|---------------------------------|----------------------------|---|---|
| Name and Title of F | | 20. Telephone Number | 2 | 1. Date 4-28-04 |
| any hadware/softw □ Yes | □ No . | | 18. Recommended Retention Retain until superceded, | updated or |
| 15. Access Restrictions (II Yes, cite Law(s) | ☐ Yes ☐ No & Regulation(s) | | 16. Audit Requirements ☐ None ☐ State | e □ Federal □ Independent |
| 13. Current Location(s) 15t Louis Wood | ^ | | 14. Is Record Series Duplic (If yes, specify agency □ Yes □ | |
| 11. File is Used ☐ Daily | ☐ Weekly | ☐ Monthly | 12. File Becomes Inactive A Number | lter Month(s) □ Year(s) |
| I Audio Tape ☐ Other (specify) | □ Video Tape _ | ☐ Geographic | .* | 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) |
| ☐ Bound Book | ☐ Floppy Disk | ☐ Chronologi | cal | 40.4 |
| 🗆 Legal Size | ☐ Computer Tape | ☐ Numerical | · | Number Computer Tape(s) Other (specify) |
| 7. Record Series Format ☐ Letter Size | (s) ☐ Microfilm | 8. Record Series S | · | 9. Volume ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| | | | | |
| | | | | |
| 6. Record Series Descrip | tion (Briefly describe the type | as of informationn/docume | nts/forms found in the series. | Include the purpose or function of the series. |
| 4 Record Series Title | Insurance-ac | ccident/town | n volunteers | 5. Earliest Year/Latest Year 2001 to 200 4 |
| DEFINITION - RECORD | SERIES - A group of related | records normally filed and | d used as a unit for reference a | s well as retention and disposition purposes. |
| Jepartment/Agency | • | 2. Division Secretary | t | Receptionist Jeditor |
| Retention Schedule (DGS | S 550-1) | JESSUP | P.O. BOX 275 P. MARYLAND 20794 | PAGE OF |
| instructions - Type or Print a separate form for each new or revised record series, forward with Record | | RECORDS | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD | AGENCY RECORDS INVENTORY |

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|--|--|---|---|--|--|
| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS M | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD | AGENCY RECORDS INVENTORY | | |
| Retention Schedule (DGS 550-1) | P | O. BOX 275 , MARYLAND 20794 | PAGE OF | | |
| Jepartment/Agency | 2. Division | | 3. Unit | | |
| | Secreta | ny | Receptionist/editor | | |
| DEFINITION - RECORD SERIES - A group of related rec | ords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. | | |
| 4. Record Series Title Insurance - | Disalor lity | (short-term) + long term | 5. Earliest Year/Latest Year | | |
| 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. | | | | | |
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| | | | • | | |
| | | | | | |
| | · | | | | |
| | | | | | |
| 7. Record Series Format(s) | 8. Record Series S | equence | 9. Volume | | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | <u>.</u> | ☐ File Drawer(s) ☐ Microfilm Reel(s) | | |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical ☐ Chronological | | Number | | |
| ☐ Bound Book ☐ Floppy Disk | | | | | |
|] ☑ Video Tape | ☐ Geographical | | 10. Annual Accumulation File Drawer(s) | | |
| ☐ Other (specify) | Cl Other (specify) | | ☐ Microfilm Reel(s) | | |
| | | | Number | | |
| | <u> </u> | r. | | | |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Afte | er Month(s) 🔲 Year(s) | | |
| , | • | Number | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | ·· ··········· | 14. Is Record Series Duplicate | ed Elsewhere? | | |
| Loris wood file cab | | (If yes, specify agency or | | | |
| Loris Wood Me cab | | J 163 U I | | | |
| 15. Access Restrictions ☐ Yes ☐ No (II Yes, cite Law(s) & Begulation(s) | | 16. Audit Requirements | | | |
| (ii 100, one carts) a pogulation(s) | · . | □ None □ State | ☐ Federal ☐ Independent | | |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention | | | |
| □ Yes □ No | | Retain until up | dated or | | |
| | | superceded, the | | | |
| : | | · | | | |
| Name and Title of Preparer 20 | . Telephone Number | 21. | Date 4-28-04 | | |
| IN PORCES | 0.884.4441 | | 7-20-07 | | |
| DGS 550-4 (Rev. 1/93) | TOWN IN FIRE | <u></u> | | | |

| linstructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS N 7275 V P | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD P.O. BOX 275 | AGENCY RECORDS INVENTORY |
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| | JESSUP | , MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division Fig. 1. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. | Sec. | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed and | d used as a unit for reference a | s well as retention and disposition purposes. |
| 4. Record Series Title // Sumit & Down | ments | | 5. Earliest Year/Latest Year 1974 to 1977 |
| 6. Record Series Description (Briefly describe the types of Alchassification Bond Policies - automobile | Informationn/docume | nts/forms found in the series. I | nclude the purpose or function of the series. |
| | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | . Le | ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | Number |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | |
| J Audio Tape 🖸 Video Tape | ☐ Geographic | cal cal | 10. Annual Accumulation ☐ File Drawer(s) |
| □ Other (specify) | ☐ Other (spe | cify) | ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify) |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive A D Number | fter Month(s) □ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Attic J 507 3 | | 14. Is Record Series Duplica (If yes, specify agency ☐ Yes ☐ | |
| 15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | D Federal □ Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention | |
| □ Yes □ No | | Retain until up superceded, th | |
| 19t Koberto | Telephone Number | 21 | 1. Date 5-4.04 |
| DGS 550-4 (Rev. 1/93) 410 | 0.884.4441 | 1 | · ' ' |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS M | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD | AGENCY RECORDS INVENTORY |
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| Retention Schedule (DGS 550-1) | ρ | P.O. BOX 275 , MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
| | Secretary | t | Receptionist/editor |
| DEFINITION - RECORD SERIES - A group of related r | ecords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title Insurance - | Ufe (Grou | (p) | 5. Earliest Year/Latest Year 2003 to 200 |
| 6. Record Series Description (Briefly describe the types | of informationn/docume | nts/forms found in the series. Inc | clude the purpose or function of the series. |
| | • * | • | |
| | | | • |
| · · | | | |
| | · | • | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| □ Letter Size □ Microfilm | ☐ Alphabetica | al | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | • | □ Computer Tape(s Number □ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | |
| J Audio Tape ☐ Video Tape | ☐ Geographic | | 10. Annual Accumulation |
| □ Other (specify) | ☐ Other (spe | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| | | | Number |
| | | | |
| 11. File is Used. □ Daily □ Weekly | . Monthly | 12. File Becomes Inactive Afte | er Month(s) 🗀 Year(s) |
| | Li Wortuny | Number | woning) — I reals) |
| 13. Current Location(s) (Bldg., Floor, Room) | ···· | 14 la Danard Sarias Durling | d Claustine 2 |
| 15F ° | | 14. Is Record Series Duplicate (If yes, specify agency or | office) |
| Loris wood file cab | | □ Yes □ ! | No . |
| 15. Access Restrictions 🔲 Yes 🔲 No | · · · · · · · · · · · · · · · · · · · | 16. Audit Requirements | · |
| (II Yes. cite Law(s) & Regulation(s) | · . | ☐ None ☐ State | ☐ Federal ☐ Independent |
| | | | |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention | |
| □ Yes □ No | | Retain until up | |
| | | superceded, the | en destroy |
| | | | |
| | 20. Telephone Number | 21. | Date |
| 150 Kobecto | 410 004 4441 | | 4-28-04 |
| DGS 550-4 (Rev. 1/93) | 410.884.4441 | <u></u> | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS N 7275 V | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD P.O. BOX 275 P. MARYLAND 20794 | AGENCY RECORDS INVENTORY PAGE OF |
|--|---------------------------|--|---|
| Jepartment/Agency | 2. Division | iec. | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related re | cords normally filed an | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title American Ind. Chy | (| | 5. Earliest Year/Latest Year 1990 to 1997 |
| 6. Record Series Description (Briefly describe the types American Industries Tr lite ins. (employee) | سروب | nts/forms found in the series. In | clude the purpose or function of the series. |
| | | | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | al . | ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | Number |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | |
| J Audio Tape ☐ Video Tape ☐ Other (specify) | ☐ Geographic ☐ Other (spe | | 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Aft | ter Month(s) □ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicat (If yes, specify agency o | |
| 15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements None State | ☐ Federal ☐ independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention | |
| □ Yes □ No | | Retain until updat superceded, then o | |
| By Roberto | 0. Telephone Number | 21. | Date 4-29 -04 |
| DGS 550-4 (Rev. 1/93) | 110.884.4441 | <u></u> | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD | | AGENCY RECORDS INVENTORY |
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| Retention Schedule (DGS 550-1) | P | O. BOX 275 , MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
| · | Secreta. | nj | R/E |
| DEFINITION - RECORD SERIES - A group of related rec | ords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title LG/T | | | 5. Earliest Year/Latest Year 2002 to 2002 |
| 6. Record Series Description (Briefly describe the types of | informationn/document | nts/forms found in the series. Inc | Lude the purpose or function of the series. |
| Medical Insurance + | renuvals | | |
| | | | |
| | | | • |
| | · · · · · · · · · · · · · · · · · · · | · · · · · · · · · · · · · · · · · · · | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | · | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| | | | Computer Tape(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical ☐ Chronological | | Number |
| ☐ Bound Book ☐ Floppy Disk | | | 10. Annual Accumulation |
| J Audio Tape ☐ Video Tape | ☐ Geographic | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| □ Other (specify) | ☐ Other (spec | city) | ☐ Computer Tape(s) Number ☐ Other (specify) |
| | 1 | | C Saiot (spessiff |
| 11. File is Used | | 12. File Becomes Inactive After | |
| ☐ Daily ☐ Weekly | ☐ Monthly | Number | Month(s) ☐ Year(s) |
| 12 0 | <u> </u> | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate (If yes, specify agency or | |
| Lori's Word Ale Cab | ' | □ Yes □ I | No |
| 15. Access Restrictions Yes No | | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulation(s) | • . | ☐ None ☐ State | ☐ Federal ☐ Independent |
| | · | | · |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention | , |
| □ Yes □ No | | Retain until upo | lated or |
| | | superceded, the | n destroy |
| : | | | |
| Name and Title of Preparer 20. | Telephone Number | 21. | Date |
| Bot Koberto | | | 4-28-04 |
| DGS 550-4 (Rev. 1/93) | 0.884.4441 | | |
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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS M | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD | AGENCY RECORDS INVENTORY |
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| Retention Schedule (DGS 550-1) | F | P.O. BOX 275 , MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
| | Secreta | M. | RIE |
| DECINITION DECODO PEDIES A | 1 | <u> </u> | |
| DEFINITION - RECORD SERIES - A group of related | | | |
| 4. Record Series Title \(LG \) T - Prop. | erty + Llabil | 174 · | 5. Earliest Year/Latest Year 2002 to 2003 |
| 6. Record Series Description (Briefly describe the types | s of informationn/docume | nts/forms found in the series. In | clude the purpose or function of the series. |
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| | <u> </u> | | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | al . | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | ☐ Computer Tape(s) Number ☐ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | , transit |
| J Audio Tape □ Video Tape | ☐ Geographic | | 10. Annual Accumulation |
| | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| □ Other (specify) | Other (spe | uiy) | Number |
| | | | 1-1-3-11 |
| 11. File is Used | | 12. File Becomes fnactive Af | |
| ☐ Daily ☐ Weekly | ☐ Monthly | Number | Month(s) ☐ Year(s) |
| | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplica (If yes, specify agency of | |
| Loris woodcab | | | No |
| 15. Access Restrictions ☐ Yes ☐ No | | 16. Audit Requirements | |
| (If Yes. cite Law(s) & Regulation(s) | ٠. | | □ Coderel □ Indecendent |
| | | □ None □ State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention | |
| □ Yes □ No | | Retain until up | dated or |
| | | superceded, the | en destroy |
| : | | | - |
| Name and Title of Preparer | 20. Telephone Number | 21 | . Date |
| 130 Kobecto | | | 4-28-04 |
| DGS 550-4 (Rev. 1/93) | 10.884.4441 | | , , ~ 0 ~ ; |
| UGO 30U-4 (HBV, 1/93) | | | |

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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS A 7275 V | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD P.O. BOX 275 | AGENCY RECORDS INVE | |
| | | , MARYLAND 20794 | PAGE OF | _ |
| Jepartment/Agency | 2. Division | Car | 3. Unit | |
| | 1 fr | Sec. | | |
| DEFINITION - RECORD SERIES - A group of related re | cords normally filed an | d used as a unit for reference | as well as retention and disposition | purposes. |
| 4. Record Series Title Medical Insurans | ce/Healt | h | 5. Earliest Year/Latest Yearto198 | 7 |
| 6. Record Series Description (Briefly describe the types | of informationn/docume | nts/forms found in the series. | Include the purpose or function of the | he series. |
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| | | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetic | ai , | ☐ Micn | Drawer(s) ofilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | | uter Tape(s) (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | | ··· |
| J Audio Tape □ Video Tape | ☐ Geographic | :al | 10. Annual Accumulation | Drawer(s) |
| ☐ Other (specify) | ☐ Other (spe | | ☐ Micro | ofilm Reel(s) uter Tape(s) |
| | | | | (specify) |
| | | | | |
| 11. File is Used ☐ Weekly | ☐ Monthly | 12. File Becomes Inactive | After] Month(s) □ Yea | ır(s) |
| , | | Number | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Dupli | | |
| Atha | | (If yes, specify agency | | • |
| | · | | | · · · · · · · · · · · · · · · · · · · |
| 15. Access Restrictions | ٠. | 16. Audit Requirements | | |
| · | | □ None □ Sta | te 🛘 Federal 🗘 Indepe | ndent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retent | ion . | |
| □ Yes □ No | Retain until up | dated or | | |
| | superceded, th | | | |
| : | | · | | |
| Name and Title of Preparer 2 | 0. Telephone Number | | 21. Date | |
| 1301 Kobecto | | | 4-29-04 | |
| DGS 550-4 (Rev. 1/93) | 10.884.4441 | <u></u> | | |
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| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | AGENCY RECORDS INVENTORY PageOI |
|--|---|---|
| · | T.O. DON 210 - JESSUF, MANTLANU 20/94 | |
| 1. DEPARTMENT/AGENCY | 2. DIVISION SEC. | 3. UNIT |
| DEFINITION - Records Series - A group of related reco | rds normally filed and used as a unit for reference as | well as retention and disposition purposes. |
| | | 5. EARLIEST YEAR / LATETEST YEAR |
| 4. RECORD SERIES TITLE Group Medical + H Omprehen sive 7. | offile service rigreement | 25.0 |
| Comprehensive ? | slan | 101989 |
| 6. RECORD SERIES DESCRIPTION (Briefly describe the types of | Information/documents/forms found in the Cosine Depleted | the average of function of the Course |
| Care Airst | anomalioreduction(sitis/forms found in the Series. Include | the purpose of function of the Senesy |
| Care rirst | | · |
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| | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE | 9. VOLUME |
| ti Letter Size to Microfilm | ☐ Alphabetical | □ File Drawer(s) □ Microfilm Reel (s) |
| | · | Computer Tape (s) |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | Other (Specify) |
| □ Bound Book □ Floppy Disk | D Chronological | Number |
| D Audio Tape D Video Tape | □ Geographical | 10. ANNUAL ACCUMULATION |
| D Other (Specify) | D Other (Specify) | ☐ File Orawer (s) ☐ Microfilm Reel (s) |
| one (open) | | Computer Tape(s) Other (Specify) |
| | | U Omer (Specify) |
| | | Number |
| 11. FILE IS USED | 12. FILE BECOMES INACTIVE AFTER | |
| Daily Deekly Monthly | | Month(s) D Year(s) |
| | Number | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) | 14. IS RECORD SERIES DUPLICATED ELSEWHER | E? (If yes, specify agency or office) |
| attic-J | D Yes | . D No |
| | | · . |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) | 16. AUDIT REQUIREMENTS | |
| O Yes | □ None □ Slate □ □ | Federal D Independent |
| | | |
| 17. IS AN INDEX SYSTEM USED? (II yes, explain briefly and | 18. RECOMMENDED RETENTION | |
| describe any hardware/software) | | til updated or |
| O Yes O No | supercede | d, then destroy |
| | | |
| 19. NAME AND THE OF PREPARER | | 21. DATE 5-4-04 |
| | 110 99 4 4441 | 4-4-11U |

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| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | AGENCY RECORDS INVENTORY Page OI |
|--|---|---|
| 1. DEPARTMENT/AGENCY | 2. DIVISION SCC4, | 3. UNIT |
| DEFINITION - Records Series - A group of related reco | | well as retention and disposition purposes. |
| 4. RECORD SERIES TITLE DOCTOR Selection | · Member | 5. EARLIEST YEAR / LATETEST YEAR |
| 4. RECORD SERIES TITLE DOCTOR Selection Envollment App | lication | 101990 |
| 8. RECORD SERIES DESCRIPTION (Briefly describe the types of | information/documents/forms found in the Series. Include | the purpose or function of the Series) |
| | • | · |
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| | | |
| | | |
| 7. RECORD SERIES FORMAT(5) | 8. RECORD SERIES SEQUENCE | 9. VOLUME |
| D Letter Size D Microfilm | □ Alphabetical | G File Orawer(s) G Microfilm Reel (s) |
| D Legal Size D Computer Tape | O Numerical | Computer Tape (s) Other (Specify) |
| ☐ Bound Book ☐ Floppy Disk | D Chronological | Number |
| O Audio Tape O Video Tape | Geographical | 10. ANNUAL ACCUMULATION |
| O Other (Specify) | Other (Specify) | File Drawer (s) Microfilm Reel (s) |
| | | Computer Tape(s) Other (Specify) |
| | | Number |
| 11. FILE IS USED | 12. FILE BECOMES INACTIVE AFTER | |
| 🗆 Daily 🗆 Weekly 🗅 Monthly | Number | Month(s) Year(s) |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) | 14. IS RECORD SERIES DUPLICATED ELSEWHERI | e? (If yes, specify agency or office) |
| / 1 (/) c-J | □ Yes | □ No |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) | 16. AUDIT REQUIREMENTS | |
| O Yes O No | O None O State O F | ederal Independent |
| 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) | 18. RECOMMENDED RETENTION | itil updated or |
| □ Yes □ No | 1 | ed, then destroy |
| 19. NAME AND HITE OF PREPARENCE TO | 10.884.4441 | 21. DATE 54-04 |

DGS 550-4 (Revised 1/93)

| instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD | AGENCY RE | CORDS INVENTORY |
|---|-------------------------|---|----------------------|--|
| Relention Schedule (DGS 550-1) | F | P.O. BOX 275 , MARYLAND 20794 | PAGE | OF |
| Jepartment/Agency | 2. Division | Secif | 3. Unit | · |
| | Less | | · | |
| DEFINITION - RECORD SERIES - A group of related re | cords normally filed an | d used as a unit for reference as | well as retention an | d disposition purposes. |
| 4. Record Series Title | Policies. | | 5. Earliest Year/L | alest Year |
| 6. Record Series Description (Briefly describe the types | of Informationn/docume | nts/forms found in the series. In | clude the purpose o | r function of the series. |
| | | | | |
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| | | | | |
| 7 David Saine Farmata | 1.5 | | T | |
| 7. Record Series Formal(s) □ Letter Size □ Microfilm | 8. Record Series S | • | 9. Volume | ☐ File Drawer(s) |
| | ☐ Alphabetica | al | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | Number | ☐ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | | ☐ Chronological | | mulation |
| I Audio Tape ☐ Video Tape | ☐ Geographic | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| □ Other (specify) | ☐ Other (spe | city) ——— | Number | ☐ Computer Tape(s) ☐ Other (specify) |
| | | | | |
| 11. File is Used ☐ Daily ☐ Weekly | ☐ Monthly | 12. File Becomes Inactive Aft | | D Voorte) |
| U Daily U WEENLY | Li Monuny | Number | Month(s) | ☐ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicat | ed Elsewhere? | |
| HHTC: FJ | | (If yes, specify agency of □ Yes □ | r office) No | · |
| | | | | |
| 15. Access Restrictions | · . | 16. Audit Requirements | | |
| | | ☐ None ☐ State | □ Federal | ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly a any hadware/software | and describe | 18. Recommended Retention | | |
| □ Yes □ No | | Retain until u | indated or | |
| · · | | superceded, t | • | |
| | | <u> </u> | | |
| Name and Title of Preparer 2 | 0. Telephone Number | 21. | Date | |
| 1st Koleva | 410.884.4441 | | 5-4-04 | |
| DGS 550-4 (Rev. 1/93) | | 1 | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS N 7275 V | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD P.O. BOX 275 MARYLAND 20794 | PAGE OF |
|--|--|---|---|
| Jepartment/Agency | 2. Division See | S 1 | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed and | d used as a unit for reference as t | well as retention and disposition purposes. |
| 4. Record Series Title Instrumel - IWI | F | | 5. Earliest Year/Latest Year 200+ to 2003 |
| 6. Record Series Description (Briefly describe the types of Uneun playing repts (NO claims) Injured workers repto | Informationn/docume | nts/forms found in the series. Inc | dude the purpose or function of the series. |
| | · | | |
| 7. Record Series Format(s) ☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape | 8. Record Series Sequence | | 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number |
| ☐ Bound Book ☐ Floppy Disk J Audio Tape ☐ Video Tape ☐ Other (specify) ————— | ☐ Chronologi ☐ Geographic ☐ Other (spe | al | 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Afte | or Month(s) □ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate (If yes, specify agency or □ Yes □ N | |
| 15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention Screen annually. Destro further fiscal, legal or op permanently any materia document the origin, de accomplishments of the periodically to the MD S | perational value. Retain al that serves to velopment and department. Transfer |
| last lolas to | Telephone Number 0.884.4441 | 21. | Date 4-20-04 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS N 7275 V | OF GENERAL SERVICES MANAGEMENT DIVISION NATERLOO ROAD P.O. BOX 275 | AGENCY RECORDS INVENTORY |
|--|-------------------------|--|--|
| \ | | , MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
| | Secretar | y | R/E |
| DEFINITION - RECORD SERIES - A group of related re | cords normally filed an | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year 2001 to 2003 |
| 6. Record Series Description (Briefly describe the types | | nts/forms found in the series. In | clude the purpose or function of the series. |
| Premium pymts Loss- Corres. Claim | runs defail repts | ٠. | |
| receipts forms | | | |
| TUMS | | | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | al . | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| □ Legal Size □ Computer Tape | ☐ Numerical | | Number |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | |
| I Audio Tape □ Video Tape | ☐ Geographic | cal | 10. Annual Accumulation ☐ File Drawer(s) |
| □ Other (specify) | ☐ Other (spe | city) | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | | | Number Other (specify) |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly | | er Month(s) □ Year(s) |
| | | Number | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicat | |
| Lon's wood the cab | | (If yes, specify agency or | r office) No |
| 15. Access Restrictions | | 16. Audit Requirements | |
| (ii 100, olo Law(s) a pogulation(s) | · . | □ None □ State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention | |
| □ Yes □ No . | | | |
| 1 | | | |
| Name and Title of Préparer 2 | 0. Telephone Number | 1 21 | Date |
| at below to | · | 21. | # 28-04 |
| | 410.884.4441 | | |
| DGS 550-4 (Rev. 1/93) | | *************************************** | |

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| INSTRUCTIONS TYPE ON PHINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD | AGENCY RECORDS INVENTORY |
| | P.O. BOX 275 - JESSUP, MARYLAND 20794 | Page Of |
| 1. DEPARTMENT/AGENCY | 2. DIVISION | 3. UNIT |
| DEFINITION - Records Series - A group of related reco | rds normally filed and used as a unit for reference as | well as retention and disposition purposes. |
| • | | 5. EARLIEST YEAR / LATETEST YEAR |
| 1. RECORD SERIES TITLE Town of STRES. OF Plood Insurance rate map. | -Syperwelle | 10 <u>198</u> 0 |
| 6. RECORD SERIES DESCRIPTION (Briefly describe the types of | information/documents/forms found in the Series. Include | the purpose or function of the Series) |
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| 7 DECORD SERIES ECRISTICS | B DECORD SERVE SEQUENCE | 9. VOLUME |
| 7. RECORD SERIES FORMAT(S) □ Letter Size □ Microfilm | RECORD SERIES SEQUENCE Alphabelical | □ File Drawer(s) □ Microfilm Reel (s) |
| D Legal Size D Computer Tape | Numerical | Computer Tape (s) Other (Specify) |
| D Bound Book · · · D Floppy Disk | □ Chronological | Number |
| D Audio Tape D Video Tape | Geographical | 10. ANNUAL ACCUMULATION |
| U Other (Specify) | Other (Specify) | □ File Orawer (s) □ Microlikm Reel (s) |
| - one (opas) | | Computer Tape(s) Other (Specify) |
| | J | Number |
| 11. FILE IS USED | 12. FILE BECOMES INACTIVE AFTER | |
| 🗆 Daily 🗆 Weekly 🗀 Monthly | | Month(s) D Year(s) |
| | Number | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Attic-J | 14. IS RECORD SERIES DUPLICATED ELSEWHERE | |
| 000,100 | O Yes | C1 No |
| 15. ACCESS RESTRICTIONS (II yes, cile law(s) & regulation(s) | 16. AUDIT REQUIREMENTS | |
| □ Yes □ No | □ None □ State □ F | Federal Independent |
| 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and | 18. RECOMMENDED R | |
| describe any hardware/software) | Retain until upda | |
| □ Yes □ No | superceded, then | aestroy |
| 19. NAME AND TITLE OF PREPARER 410 | .884.4441 | 21. DATE 5-4-04 |

JGS 550-4 (Revised 1/93)

| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. ROY, 275 IESSIE MADDI AND 20704 | AGENCY RECORDS INVENTORY Page Of |
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| | P.O. BOX 275 - JESSUP, MARYLAND 20794 | rage OI |
| 1. DEPARTMENT/AGENCY | 2. DIVISION | 3. UNIT |
| DEFINITION - Records Series - A group of related reco | l | well as retention and disposition purposes. |
| | | 5. EARLIEST YEAR / LATETEST YEAR |
| Flood Insurance & | oudy for Sykes. | , |
| 201 | Rept for Sykes. | 10_1976 |
| freiminary, | rept | |
| 6. RECORD SERIES DESCRIPTION (Briefly describe libe lypes of | Information/documents/forms found in the Series. Include | the purpose or function of the Series) |
| Includes flood profit | Έ, | |
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| | | |
| 7. RECORD SERIES FORMAT(S) | B. RECORD SERIES SEQUENCE | 9. VOLUME |
| O Leller Size O Microfilm | □ Alphabetical | □ File Drawer(s) □ Microfilm Reel (s) |
| C fellet 2156 D Militarian | O Alphabetical | □ Computer Tape (s) |
| 🗆 Legal Size 🗆 Compuler Tape | □ Numerical | Other (Specify) |
| □ Bound Book □ Floppy Disk | □ Chronological | Number |
| CI Audio Tape CI Video Tape | □ Geographical | 10. ANNUAL ACCUMULATION □ File Drawer (s) |
| ti Other (Specify) | Other (Specify) | D Microfilm Reel (s) |
| | , , , , , , , , , , , , , , , , , , , | Computer Tape(s) |
| | | Olher (Specify) |
| | | Number |
| 11. FILE IS USED | 12. FILE BECOMES INACTIVE AFTER | |
| 🗅 Daily 🗅 Weekly 🗅 Monthly | Number | Monih(s) U Year(s) |
| 13. CURRENT LOCATION(S) (Bidg., Floor, Room) | 14. IS RECORD SERIES DUPLICATED ELSEWHER | E7 (If yes, specify agency or office) |
| Ath E | U Yes | □ No . |
| J | | |
| 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) | 16. AUDIT REQUIREMENTS | |
| O Yes O No | □ None □ Slate □ | Federal 🗆 Independent |
| 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and | 18. RECOMMENDED RETENTIO | Lundatad or |
| describe any hardware/software) | | l updated or |
| □ Yes □ No | superceded | , then destroy |
| | | |
| 19. NAME AND TITLE OF PREPARER | 10.884.4441 | 21. DATE 5-4-04 |
| 1 Cost Roberto " | 110.00 | |

DGS 550-4 (Revised 1/93)

| | DEPARTMENT | OF GENERAL SERVICES | AGENCY RECORDS INVENTORY | |
|--|---------------------------|--|--|--|
| Instructions - Type or Print a separate form for each | RECORDS M | MANAGEMENT DIVISION | Addition (1200) by invention | |
| new or revised record series, forward with Record Retention Schedule (DGS 550-1) | Į P | VATERLOO ROAD V.O. BOX 275 | | |
| | JESSUP | , MARYLAND 20794 | PAGE OF | |
| Jepartment/Agency | 2. Division | | 3. Unit | |
| • | Secretary | / | X/E | |
| | | | 1 | |
| DEFINITION - RECORD SERIES - A group of related i | ecords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. | |
| 4. Record Series Title Thewance - Re | tirement. | | 5. Earliest Year/Latest Year | |
| | | | 2.337.10_2207 | |
| 6. Record Series Description (Briefly describe the types | of Informationn/docume | nts/forms found in the series. In | clude the purpose or function of the series. | |
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| | <u></u> | <u> </u> | | |
| | | | | |
| | | | | |
| 7. Record Series Format(s) | 8. Record Series S | equence | 9. Volume | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | al | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
| | | | Computer Tape(s) | |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | Number Other (specify) | |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | | |
| I Audio Tape 🔀 Video Tape | ☐ Geographic | al al | 10. Annual Accumulation ☐ File Drawer(s) | |
| ☐ Other (specify) | ☐ Other (spe | cify) | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| | <u> </u> | | Number | |
| | | - | <u></u> | |
| 11. File is Used. □ Daily □ Weekly | [] Manth. | 12. File Becomes Inactive Aft | | |
| C Cany U WEEKLY | ☐ Monthly | Number U | Month(s) □ Year(s) | |
| | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicat (If yes, specify agency of | | |
| Lori's wood file cas | | | No | |
| | | | | |
| 15. Access Restrictions | | 16. Audit Requirements | | |
| | | ☐ None ☐ State | ☐ Federal ☐ Independent | |
| 17 to on ladou Scales Handa W | | 40.0 | | |
| 17. Is an Index System Used? (If yes, explain briefly any hadware/software | and describe | Retain for 3 | vears after | |
| □ Yes □ No | | | mination or one | |
| | | year after te | | |
| t e | | plan, then de | | |
| | | | · | |
| Name and Title of Preparêr | 20. Telephone Number | 21. | Date | |
| 1 DT KOULE | | | 4-28-04 | |
| NCC CEA L/D. 100 | 410.884.4441 | | , , , , , , , , , , , , , , , , , , , | |
| DGS 550-4 (Rev. 1/93) | | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS N 7275 V | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD P.O. BOX 275 | AGENCY RECORDS INVENTORY |
|--|---------------------------|--|---|
| | JESSUP | , MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | el. | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related r | ecords normally filed and | d used as a unit for relerence as | well as retention and disposition purposes. |
| 4. Record Series Title Great Western | , | | 5. Earliest Year/Latest Year 1991 to 1999 |
| 6. Record Series Description (Briefly describe the types | of informationn/docume | nts/forms found in the series. In | clude the purpose or function of the series. |
| | | | • |
| | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| □ Letter Size □ Microfilm | ☐ Alphabetica | ai . | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | Number |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | |
| J Audio Tape ☐ Video Tape | ☐ Geographic | | 10. Annual Accumulation |
| ☐ Other (specify) | ☐ Other (spe | | File Drawer(s) Microfilm Reel(s) |
| | | | ☐ Computer Tape(s) Number ☐ Other (specify) |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Aft Number | er Month(s) \(\sigma\) Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicat (If yes, specify agency or | |
| 15. Access Restrictions ☐ Yes ☐ No (II Yes, cite Law(s) & Begulation(s) | | 16. Audit Requirements | |
| | | ☐ None ☐ State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | | 3 years after |
| □ Yes □ No | | | termination or one termination of destroy |
| Name and Title of Preparer | 20. Telephone Number | 21 | Date |
| 134 Roberto | 410.884.4441 | , 2 1. | 4-2?-04 |
| DGS 550-4 (Rev. 1/93) | | ****** | |

| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | AGENCY RECORDS INVENTORY Page Of |
|--|---|--|
| 1. DEPARTMENT/AGENCY | 2. DIVISION FACTOR Sec. | 3. UNIT Finance |
| DEFINITION - Records Series - A group of related reco | rds normally filed and used as a unit for reference a | se well se retention and disposition purposes. |
| 1. RECORD SERIES TITLE Great West Sum | many Alept. S. A. Com | 5. EARLIEST YEAR / LATETEST YEARTO |
| 6. RECORD SERIES DESCRIPTION (Briefly describe the types of | Information/documents/forms found in the Series. Included | de the purpose or function of the Series) |
| 7. RECORD SERIES FORMAT(S) □ Leller Size □ Microfilm | 8. RECORD SERIES SEQUENCE Alphabetical | 9. VOLUME File Drawer(s) Microfilm Reel (s) |
| □ Legal Size □ Computer Tape | □ Numerical | Computer Tape (s) Other (Specify) |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | Number |
| Audio Tape Video Tape | □ Geographical | 10. ANNUAL ACCUMULATION |
| to Other (Specify) | □ Other (Specify) | File Drawer (s) Microfilm Reel (s) Computer Tape(s) Other (Specify) |
| | 49 FILE DECOMES INACTIVE AFTER | Number |
| 11. FILE IS USED Daily D Weekly D Monthly | 12. FILE BECOMES INACTIVE AFTER Number | Month(s) |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Ottic & Junk wem | 14. IS RECORD SERIES DUPLICATED ELSEWHE | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) | 16. AUDIT REQUIREMENTS | |
| □ Yes □ No | □ None □ State □ | Federal Independent |
| 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) | emp | loyee termination or one |
| O Yes O No | | after termination of |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE NUMBER | 21. DATE # 5-4-04 |

410.884.4441

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS N 7275 V | OF GENERAL SERVICES MANAGEMENT DIVISION MATERLOO ROAD P.O. BOX 275 P. MARYLAND 20794 | | CORDS INVENTORY |
|--|----------------------------------|--|--|--|
| Jepartment/Agency | 2. Division Sec. | | 3. Unit | |
| DEFINITION - RECORD SERIES - A group of related rec | ords normally filed an | d used as a unit for reference as | well as retention and | disposition purposes. |
| 4. Record Series Title Refraement | | | 5. Earliest Year/La | atest Year 993 |
| 6. Record Series Description (Briefly describe the types of Errat Wast Life brochures plan doe guarterly repts | l informationn/docume | nts/forms found in the series. In | clude the purpose or | function of the series. |
| quarterly repts | | | | |
| | | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume | |
| ☑ Letter Size | ☐ Alphabetica | al . | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | Number | ☐ Computer Tape(s)☐ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | | · |
| J Audio Tape ☐ Video Tape | ☐ Geographical ☐ Other (specify) | | 10. Annual Accum | ulation File Drawer(s) |
| Other (specify) file folders | | | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| · | | | Number | Other (specify) |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Aft | er Month(s) | ☐ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate (If yes, specify agency or | | |
| 15. Access Restrictions Yes No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | ☐ Federal | ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention Retain for employee t | 3 years after ermination of termination of the contraction of the cont | r one |
| 1 M rovers | Telephone Number | " | Date 4-22-04 | |
| USS 550-4 (Rev. 1/93) 41 | 0.884.4441 | <u> </u> | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY |
|---|---|--|---|
| Retention Schedule (DGS 550-1) | | | PAGE OF |
| Jepartment/Agency | 2. Division | Sec. | 3. Unit Personne |
| DEFINITION - RECORD SERIES - A group of related | records normally filed and | d used as a unit for reference as | s well as retention and disposition purposes. |
| 4. Record Series Title Retirement | | | 5. Earliest Year/Latest Year 1992 to |
| 6. Record Series Description (Briefly describe the types Plans Benefits Info Handbook | s of informationn/document | nts/forms found in the series. I | nclude the purpose or function of the series. |
| 7. Record Series Format(s) □ Letter Size □ Microfilm □ Legal Size □ Computer Tape | 8. Record Series Sequence Alphabetical Numerical | | 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) |
| ☐ Bound Book ☐ Floppy Disk J Audio Tape ☐ Video Tape ☐ Other (specify) | Chronological Geographical Other (specify) | | 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) |
| 11. File is Used ☐ Daily ☐ Weekly | . ☐ Monthly | 12. File Becomes Inactive Af Number | ter Month(s) □ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplica (If yes, specify agency o | |
| 15. Access Restrictions | | 16. Audit Requirements □ None □ State □ Federal □ Independent | |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | employe year aft | for 3 years after ee termination or one eer termination of en destroy |
| 1 DT Koberso | 20. Telephone Number | 21 | Date 4-27-04 |

| RESCORDS ANNALACEMENT DIVISION RECORD SERVES RECORDS ANNALACEMENT DIVISION RECORDS ANNALACEMENT DIVISION RECORDS SERVES A Record Serves Reco | | DEPARTMENT | OF GENERAL SERVICES | AGENCY RECORDS INVENTORY |
|--|--|------------------------|------------------------------------|--|
| P.O. BOX 275 Jepartment/Agency PAGE OF Jepartment/Agency 2. Division Set. Jepartment/Agency 2. Division Set. DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title AEBS LO Pepts Set. Set. A. Record Series Title AEBS LO Pepts Set. Se | | RECORDS | MANAGEMENT DIVISION | AGENT NEGOTIDO HAVENTONT |
| DEFINITION - RECCRD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. A. Record Series Title DEBSCO Rept] S. Earliest Year/Latest Year 7/32 to 12/973 B. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose of function of the series. North Mathematical Part of the purpose of function of the series. North Mathematical Part of the purpose of function of the series. North Mathematical Part of the purpose of function of the series. North Mathematical Part of the purpose of function of the series. North Mathematical Part of the purpose of function of the series. North Mathematical Part of the purpose of function of the series. North Mathematical Part of the purpose of function of the series. North Mathematical Part of the purpose of function of the series. North Mathematical Part of the purpose of function of the series. North Mathematical Part of the purpose of function of the series. North Mathematical Part of the purpose of function of the series. North Mathematical Part of the purpose of function of plan, then destroy North Mathematical Part of the purpose of function of plan, then destroy North Mathematical Part of the purpose of function of plan, then destroy North Mathematical Part of the purpose of function of plan, then destroy North Mathematical Part of the purpose of function of plan, then destroy North Mathematical Part of the purpose of function of plan, then destroy North Mathematical Part of the purpose of function of plan, then destroy North Mathematical Part of the purpose of function of plan, then destroy North Mathematical Part of the purpose of function of plan, then destroy North Mathematical Part of the purpose of function of plan, then destroy North Mathematical Part of the purpose of function of plan, then destroy North Mathematical Part of the purpose of function of plan, then destr | | 1 | P.O. BOX 275 | PAGE OF |
| DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title PEBSCO Repts 5. Earling Year/Latest Year 77.92-10-12/93 6. Record Series Description (Birely, describe the types of Informationnot/documents/forms found in the series. Include the purpose or Aunction of the series. Now Nation Wild Computer Tape Repts of Information (Security Personal Persona | Jepartment/Agency | 1 | <u>/</u> | |
| 4. Record Series Descriptor (Briefly describe the types of Informationar/documents/forms found in the series. Include the purpose or function of the series. Record Series Descriptor (Briefly describe the types of Informationary/documents/forms found in the series. Include the purpose or function of the series. Record Series Descriptor (Briefly describe the types of Informationary/documents/forms found in the series. Include the purpose or function of the series. Record Series Descriptor (Briefly describe the types of Informationary (Briefly) Computer Teps | | 5 | ec, | |
| 4. Record Series Descriptor (Briefly describe the types of Informationar/documents/forms found in the series. Include the purpose or function of the series. Record Series Descriptor (Briefly describe the types of Informationary/documents/forms found in the series. Include the purpose or function of the series. Record Series Descriptor (Briefly describe the types of Informationary/documents/forms found in the series. Include the purpose or function of the series. Record Series Descriptor (Briefly describe the types of Informationary (Briefly) Computer Teps | DEFINITION DECORD SERIES A group of soluted as | seeds persolly fled on | d unad as a unit for reference as | |
| 8. Record Saries Description (Briefly describe the types of Informationn/documents/forms found in the saries. Include the purpose or function of the series. NOW NATION WHICE Purply yet refricement RS could 45.7 Charping yet contrated refrired. Record Saries Format(s) Classifier Microfilm Computer Tape Microfilm Real(s) Computer Tape Numerical Number Pile Drawer(s) Cher (specity) Cher (specity) Other (specity) Cher (specity) 10. Annual Accountation Real(s) Computer Tape(s) Number Month(s) Riscontilm Real(s) Computer Tape(s) Number Month(s) Passifier Computer Tape(s) Number Month(s) Passifier Computer Tape(s) Number Month(s) Passifier Number Month(s) Passifier 10. Annual Accountation Ris is Used Riscontil Saries Duplicated Elsewhere? ((lyss, specify agency or office) 11. File is Used Record Saries Duplicated Elsewhere? ((lyss, specify agency or office) 12. Access Restrictions Passifier No 13. Audit Requirements None State Federal Independent 14. Is Record Saries Duplicated Elsewhere? ((lyss, specify agency or office) Passifier Passifier None State Federal Independent Retain for 3 years after employee termination or one year after termination of plan, then destroy Name and Title of Pigasser | | | d used as a unit for reference as | <u> </u> |
| Now Nation wide Employee criticement RS a call 457 Chippoyee criticement RS a call 457 Chippoyee criticement Chippoyee criticeme | PEBS CO PLE | PTS | · | |
| 7. Record Series Format(s) Lotter Size Microfilm Alphabetical Microfilm Reel(s) Microfilm Reel(| 6. Record Series Description (Briefly describe the types | of informationn/docume | ints/forms found in the series. In | clude the purpose or function of the series. |
| 7. Record Series Format(s) Lotter Size Microfilm Alphabetical Microfilm Reel(s) Microfilm Reel(| Now Nation wide | | | • |
| 7. Record Series Format(s) Lotter Size Microfilm Alphabetical Microfilm Reel(s) Microfilm Reel(| employee retirem | ment. | | |
| 7. Record Series Format(s) Lotter Size Microfilm Alphabetical Microfilm Reel(s) Microfilm Reel(| IRS code 457 | | | · |
| 7. Record Series Format(s) Letter Size Microfilm Alphabetical Microfilm Reel(s) Mumber Chronological I. Annual Accumulation File Drawer(s) Microfilm Reel(s) Number Chronological I. Annual Accumulation File Drawer(s) Microfilm Reel(s) Mumber Chronological I. Annual Accumulation File Drawer(s) Microfilm Reel(s) Microfilm Reel(s) Microfilm Reel(s) Microfilm Reel(s) I. Annual Accumulation File Drawer(s) Microfilm Reel(s) Microfilm Re | - employee con | topuld retir | ent | |
| Catter Size Microfilm Alphabetica Alphabetica Geographical Computer Tape Com | | | | |
| Catter Size Microfilm Alphabetica Alphabetica Geographical Computer Tape Com | 7. Record Series Format(s) | 8. Record Series | Sequence | 9 Volume |
| Computer Tape Numerical Computer Tape Computer Tape Computer Tape Computer Tape Computer Tape Computer Tape Cother (specify) Chter (specify) Chter (specify) Chter (specify) Cother (specify) Coth | ☐ Letter Size ☐ Microfilm | | · | ☐ File Drawer(s) |
| Bound Book Floppy Disk Geographical 10. Annual Accumulation File Drawer(a) Microfilm Reel(s) Geographical Microfilm Reel(s) Mumber Other (specify) Other (specify) Mumber Other (specify) Other | | | · | Computer Tape(s) |
| J Audio Tape | | | | Trumber Li Cuter (specify) |
| Other (specify) | , | | | 10. Annual Accumulation |
| 11. File is Used | | | | 1 |
| 11. File is Used Daily | Other (specify) | Other (spe | icity) | Computer Tape(s) |
| 13. Current Location(s) (Bidg., Floor, Room) | | | | Trained 2 Cale (space) |
| Number | II . | | | |
| Cutic Yes No No No No No No No N | о овіту о меекіу | LI Monthly | | Month(s) |
| Cutic Yes No No No No No No No N | | | | |
| 15. Access Restrictions | | | | |
| (If Yes, cite Law(s) & Regulation(s) None | attic | | □ Yes □ | No |
| None State Federal Independent | 15. Access Restrictions ☐ Yes ☐ No | | 16. Audit Regulrements | |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software Per No | (If Yes, cite Law(s) & Regulation(s) | • | 1 | □ Federal □ Independent |
| Retain for 3 years after employee termination or one year after termination of plan, then destroy Name and Title of Preparer 20. Telephone Number 21. Date 410.884 4441 | | · | | · |
| Name and Title of Preparer Name and Title of Preparer 20. Telephone Number 21. Date 410.884.4441 | | | | |
| Name and Title of Preparer Name and Title of Preparer 20. Telephone Number 21. Date 410.884.4441 | | | | |
| Name and Title of Preparer 20. Telephone Number 21. Date 410.884.4441 | | | vear after te | rmination of |
| 19t Kobecto 410.884.4441 | : | | | |
| 410.884.4441 | Name and Title of Preparer 2 | 0. Telephone Number | 21. | Date |
| 410.884.4441 | 19t Kobecta | | | 4-29-04 |
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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS A 7275 V | OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 P. MARYLAND 20794 | AGENCY RECORDS INVENTORY PAGE OF |
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| Jepartment/Agency | 2. Division | , main to 100 20134 | 3. Unit |
| 5 Sparrier (1961) | | 5 Seci | 3. UIR |
| DEFINITION - RECORD SERIES - A group of related re | cords normally filed an | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title Town Personnel | Petirem+ Insc | ivance | 5. Earliest Year/Latest Year |
| 6. Record Series Description (Briefly describe the types General Insurance Fidelity / Surety bonds Hewith + Life Insurance | | nts/forms found in the series. Inc | dude the purpose or function of the series. |
| | · · · · · · · · · · · · · · · · · · · | | |
| 7. Record Series Format(s) □ Letter Size □ Microfilm □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (specify) □ Tile is Used □ Daily □ Weekly | 8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify) 12. File Becomes Inactive After | | |
| 13. Current Location(s) (Bldg., Floor, Room) | ☐ Monthly | Number 14. Is Record Series Duplicate (If yes, specify agency or | |
| 43 V \$ grey 4 15. Access Restrictions | | 16. Audit Requirements | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No | | Retain for 3 ye employee term year after tern plan, then dest | ination or one nination of |
| Name and Title of Preparer 2 DGS 550-4 (Rev. 1/93) | Telephone Number 410.884.4441 | · | Date 5-4-04 |

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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS N 7275 V | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD D.O. BOX 275 MARYLAND 20794 | AGENCY RECORDS IN | | |
| | 2. Division | 1 | 3. Unit | l i | |
| - /p | Socreta | ny | R/E | | |
| DEFINITION - RECORD SERIES - A group of related re | cords normally filed and | d used as a unit for reference | as well as retention and disposition | n purposes. | |
| 4. Record Series Title Little Syres | Train | · | 5. Earliest Year/Latest Year | 12 | |
| 6. Record Series Description (Briefly describe the types | of informationn/docume | nts/forms found in the series. | Include the purpose or function of | the series. | |
| Catulous Signage | Info n | nemos | | | |
| Catulogs Signage Festival Sales | order ! | Licensing (legal | info) | | |
| | . <i>.</i> | rapery codes | | | |
| | | | | | |
| 7. Record Series Formal(s) | 8. Record Series S | edneuce | 9. Volume | 6-1-1-1-1 | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | al . | · □ Mic | e Drawer(s) crofilm_Reel(s) | |
| □ Legal Size □ Computer Tape | ☐ Numerical | | | puter Tape(s) er (specify) | |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | | · | |
| J Audio Tape □ Video Tape | ☐ Geographic | al al | 10. Annual Accumulation | e Drawer(s) | |
| ☐ Other (specify) | ☐ Other (spec | cify) | □ Mi | crofilm Reel(s) puter Tape(s) | |
| | | | | er (specify) | |
| 11. File is Used | <u></u> | 12. File Becomes Inactive | | | |
| □ Daily □ Weekly | ☐ Monthly | | | ear(s) | |
| | | IAMITORI | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Dupli | | | |
| 15 Copy | | (If yes, specify agency | No No | | |
| 15. Access Restrictions D Yes D No | | 16. Audit Requirements | | <u> </u> | |
| (If Yes, cite Law(s) & Regulation(s) | | | in Erdani ertidi | nandari | |
| | <u></u> | □ None □ Sta | te 🗆 Federal 🗘 Indep | | |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Relent | on . | | |
| □ Yes □ No | Retain until u | odated or | | | |
| | superceded, th | | | | |
| | | | | | |
| Name and Title of Preparer 20 |). Telephone Number | | 1. Date | | |
| 13 Koberto | | | 4-29-04 | | |
| JGS 550-4 (Rev. 1/93) 4 | 10.884.4441 | 1 | · · · · · · · · · · · · · · · · · · · | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS M 7275 V P | OF GENERAL SERVICES IANAGEMENT DIVISION VATERLOO ROAD O. BOX 275 , MARYLAND 20794 | AGENCY RECORDS INVENTORY PAGE OF |
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| Jepartment/Agency | 2. Division | | 3. Unit |
| | Secreto | ry | RE |
| DEFINITION - RECORD SERIES - A group of related rec | ords normally filed and | dused as a unit for reference as t | well as retention and disposition purposes. |
| 4. Record Series Title Maintenance | Info | | 5. Earliest Year/Latest Year 2003 to 2003 |
| 6. Record Series Description (Briefly describe the types of purchase orders for w followed descriptions on-call calendars applications | Informationn/document | nts/forms found in the series. Inc | dude the purpose or function of the series. |
| 7. Record Series Format(s) | 8 Record Series S | aguanca | 9. Volume |
| □ Letter Size □ Microfilm □ Legal Size □ Computer Tape | 8. Record Series Sequence Alphabetical Numerical Chronological | | File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | | | 10. Annual Accumulation |
| I Audio Tape ☐ Video Tape ☐ Other (specify) | ☐ Geographic ☐ Other (spec | | File Drawer(s) Gill Microfilm Reel(s) Computer Tape(s) Number Gill Other (specify) |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Afte | or Month(s) |
| 13. Current Location(s) (Bldg., Floor, Room) 157, Loris Wood cab | | 14. Is Record Series Duplicate (If yes, specify agency or □ Yes □ N | |
| 15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements □ None □ State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No | | | ree years (3) and 50.5, requirements have n destroy |
| 19 Kobecto | Telephone Number 410.884.4441 | 21. | Date H-28-04 |

| Instructions - Type or Print a separate form for each RECO | | OF GENERAL SERVICES IANAGEMENT DIVISION | AGENCY RECORDS INVENTORY | |
|--|--|---|--|--|
| new or revised record series, forward with Record Retention Schedule (DGS 550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE OF | |
| Jepartment/Agency | 2. Division | | 3. Unit | |
| | Secretary | † | R/E | |
| DEFINITION - RECORD SERIES - A group of related rec | ords normally filed and | d used as a unit for reference a | s well as retention and disposition purposes. | |
| 4. Record Series Title MML Dinner | 2004 | | 5. Earliest Year/Latest Year | |
| 6. Record Series Description (Briefly describe the types o | | nts/forms found in the series. | Include the purpose or function of the series. | |
| attendees List Chik copies | nenu info | | | |
| 7. Record Series Format(s) | 8. Record Series S | equence | 9. Volume | |
| □ Letter Size □ Microfilm | ☐ Alphabetica | 1 | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical ☐ Chronological | | Number | |
| ☐ Bound Book ☐ Floppy Disk | | | | |
| J Audio Tape ☐ Video Tape | ☐ Geographical | | 10. Annual Accumulation | |
| ☐ Other (specify) | ☐ Other (specify) | | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
| | | | Number | |
| 11. File is Used □ Daily □ Weekly □ Monthly | | 12. File Becomes Inactive A Number | Infter Month(s) Pear(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) 15+ Loris Wood cale | | 14. Is Record Series Duplica (If yes, specify agency | | |
| 15. Access Restrictions | | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulation(s) | | ☐ None ☐ State ☐ Federal ☐ Independent | | |
| 17. Is an Index System Used? (If yes, explain briefly ar | nd describe | 18. Recommended Retention | | |
| any hadware/software | | Retain 2 years, then destroy | | |
| | | | | |
| Name and Title of Preparer 20 | Talanhara Nati | | | |
| 1 Pol VID | . Telephone Number | 2 | 1. Date 4-28-04 | |
| 12 Koberto | 10.884.4441 | | | |
| JGS 550-4 (Rev. 1/93) | 10.004.4441 | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record RECORDS M. 7275 W | | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD O.O. BOX 275 | AGENCY RECORDS INVENTORY | |
|---|--|---|---|--|
| | JESSUP, MARYLAND 20794 | | PAGE OF | |
| Jepartment/Agency | 2. Division | | 3. Unit | |
| | Secretary | 4 | R/E | |
| DEFINITION - RECORD SERIES - A group of related rec | ords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. | |
| 4. Record Series Title Manuals | | | 5. Earliest Year/Latest Year to | |
| 1 27 (62 12x) | | | | |
| 6. Record Series Description (Briefly describe the types of LGIT - Scope of Coverage Risk Mgmt Fee Schedule Park Reservations | e Visitor Park Emplo | ints/forms found in the series. In Interpretation of the series of the | clude the purpose or function of the series. | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetical ☐ Numerical ☐ Chronological | | ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify) | |
| ☐ Legal Size ☐ Computer Tape | | | | |
| ☐ Bound Book ☐ Floppy Disk | | | | |
| J Audio Tape | ☐ Geographic ☐ Other (spec | | 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) | |
| 11. File is Used ☐ Daily ☐ Weekly | ☐ Monthly | 12. File Becomes Inactive After Discourse Number | er Month(s) □ Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) 15t Lori's Computer Cab. | | 14. Is Record Series Duplicate (If yes, specify agency or | r office) | |
| 15. Access Restrictions | | 16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent | | |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software □ Yes □ No | | 18. Recommended Retention | | |
| | | Retain until upo superceded, the | | |
| Name and Title of Preparer DGS 550-4 (Rev. 1/93) | 10.884.4441 | 21. | Date 4-28-04 | |

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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS N 7275 \ | F OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 | AGENCY RECORDS INVENTORY |
| | JESSUF | P, MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
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| DEFINITION - RECORD SERIES - A group of related reco | | | well as retention and disposition purposes. |
| 4. Record Series Title MD 457000 Preserve | ction Commis | sions Handbook | 5. Earliest Year/Lalest Yearto |
| 6. Record Series Description (Briefly describe the types of | informationn/docume | ints/forms found in the series. In | clude the purpose or function of the series. |
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| 7. Record Series Format(s) | 8. Record Series S | Sectionce | 9. Volume 2 bladers |
| | } | · | ☐ File Drawer(s) |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetic | al | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | Number Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | ical | |
| I Audio Tape □ Video Tape | ☐ Geographi | cal | 10. Annual Accumulation ☐ File Drawer(s) |
| ☐ Other (specify) | ☐ Other (spe | ocity) | ☐ Microfilm Reel(s) |
| | | | Number |
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| 11. File is Used | • | 12. File Becomes Inactive Aft | er |
| ☐ Daily ☐ Weekly | ☐ Monthly | Number | Month(s) |
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| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicat | |
| 1st | | (If yes, specify agency or ☐ Yes ☐ | r office) No |
| Hall bufe | ···· | | |
| 15. Access Restrictions | | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulation(s) | | ☐ None ☐ State | ☐ Federal ☐ Independent |
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| 17. Is an Index System Used? (II yes, explain briefly an any hadware/software | d describe | 18. Recommended Retention | |
| ☐ Yes ☐ No | | Retain until upo | datad ar |
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| DGS 550-4 (Rev. 1/93) | | <u></u> | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS N | OF GENERAL SERVICES MANAGEMENT DIVISION | AGENCY RE | CORDS INVENTORY |
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| Retention Schedule (DGS 550-1) | Į f | NATERLOO ROAD P.O. BOX 275 P. MARYLAND 20794 | PAGE _ | OF |
| Jepartment/Agency | 2. Division | | 3. Unit | |
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| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed an | dused as a unit for reference as | well as retention and | d disposition purposes |
| | | | 5 Fartiest Year/I | atest Year |
| 4. Record Series Title Maghand History Commiss | ion Hands | book | to | _ 1998 |
| 6. Record Series Description (Briefly describe the types of | | | clude the purpose or | function of the series. |
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| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | al | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | • | | ☐ Computer Tape(s) ☐ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | ical | | |
| J Audio Tape ☐ Video Tape | ☐ Geographic | | 10. Annual Accumulation ☐ File Drawer(s) | |
| ☐ Other (specify) | ☐ Other (spe | | | ☐ Microfilm Reel(s) |
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| 11. File is Used □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Aft | er Month(s) | ☐ Year(s) |
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| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicat | | |
| Copy room 4DV putty | | (If yes, specify agency or ☐ Yes ☐ | r office) No | |
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| 15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s) | ٠., | 16. Audit Requirements | | |
| | | □ None □ State | □ Federal | ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly an any hadware/software | d describe | 18. Recommended Retention | | |
| □ Yes □ No | | Retain until upo | dated or | |
| | | superceded, the | | |
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| Name and Title of Preparer | 10.884.4441 | 21. | Date | |
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| DGS 550-4 (Rev. 1/93) | | | | |

| Instructions - Type or Print a separate form for each | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY | |
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| new or revised record series, forward with Record Retention Schedule (DGS 550-1) | | | PAGE OF | |
| Jepartment/Agency | 2. Division | | 3. Unit | |
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| DEFINITION - RECORD SERIES - A group of related rec | ords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. | |
| 4. Record Series Title Consultants Re | of - Histo | Tue Riesewa. | 5. Earliest Year/Latest Year to | |
| 6. Record Series Description (Briefly describe the types of | | | clude the purpose or function of the series. | |
| " Exonomic Benefits of His | tour Areser | vatimi" | | |
| MD Assnog Hist. | District Con | nmission: | | |
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| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume binder | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetical ☐ Numerical | | ☐ File Drawer(s) ☐ Microfilm Reel(s ☐ Computer Tape(s) Number ☐ Other (specify) | |
| ☐ Legal Size ☐ Computer Tape | | | | |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | | |
| J Audio Tape ☐ Video Tape | ☐ Geographic | cal | 10. Annual Accumulation ☐ File Drawer(s) | |
| Other (specify) | Other (spe | cify) | ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify) | |
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| 11. File is Used ☐ Daily ☐ Weekly | □ Monthly | 12. File Becomes Inactive Aft | | |
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| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicat | led Elsewhere? | |
| mailrion | | (If yes, specify agency o ☐ Yes ☐ | | |
| 15. Access Restrictions ☐ Yes ☐ No | | 16. Audit Paguirements | | |
| (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements ☐ None ☐ State | ☐ Federal ☐ Independent | |
| | | L None L State | . rederal D independent | |
| 17. Is an Index System Used? (If yes, explain briefly as any hadware/software | nd describe | 18. Recommended Retention | | |
| □ Yes □ No | | Permanent. Tran | rsfer periodically | |
| | | to the Maryland | State Archives | |
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| Name and Title of Preparer 2 | 410.884.4441 | 21. | Date | |
| 13t Koberto | | | 4 28-04 | |
| DGS 550-4 (Rev. 1/93) | | | | |

| Instructions - Type or Print a separate form for each RECORDS | | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD | AGENCY RECORDS INVENTORY | |
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| Relention Schedule (DGS 550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE OF | |
| Jepartment/Agency | 2. Division Secretain | u | 3. Unit | |
| DESINITION DECORD SERVES A server of related as | | 1 | 1 / L | |
| 4. Record Series Title | cords normally filed and | used as a unit for reference as | 5. Earliest Year/Latest Year | |
| 4. Record Series Title Newsletter | | | 2002 to 2003 | |
| 6. Record Series Description (Briefly describe the types of Newsletter Ads Orders | of informationn/docume | nts/forms found in the series. In | clude the purpose or function of the series. | |
| 7. Record Series Format(s) | 8. Record Series S | Seguence | 9. Volume | |
| □ Letter Size □ Microfilm | □ Alphabetica | | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | Number | |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologic | cal | | |
| J Audio Tape ☐ Video Tape ☐ Other (specify) | ☐ Geographic ☐ Other (spec | | 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) | |
| 11. File is Used ☐ Daily ☐ Weekly | ☐ Monthly | 12. File Becomes Inactive Aft | er Month(s) ☐ Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate (If yes, specify agency or | | |
| 15. Access Restrictions | | 16. Audit Requirements None State | ☐ Federal ☐ Independent | |
| 17. Is an Index System Used? (If yes, explain briefly a any hadware/software | nd describe | 18. Recommended Retention Betain 2 Cypie 1. Do Mid State and ado 4 O adeco, re | lewsletters Perm. + transfer churco. 3 / n. then | |
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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS M 7275 V P | OF GENERAL SERVICES IANAGEMENT DIVISION VATERLOO ROAD 1.O. BOX 275 | AGENCY RECORDS INVENTORY PAGE OF |
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| Jepartment/Agency | 2. Division Secretar | , MARYLAND 20794 | 3. Unit R/E |
| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title Sykes News/e | Hes | | 5. Earliest Year/Latest Year |
| 6. Record Series Description (Briefly describe the types of Mcludes Sylles. Historia | | | dude the purpose or function of the series. |
| 7. Record Series Format(s) | 8. Record Series S | equence | 9. Volume |
| 🛘 Letter Size 🗘 Microfilm | ☐ Alphabetica | n | ☐ Microfilm Real(s) ☐ Computer Tape(s) |
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| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | |
| J Audio Tape ☐ Video Tape ☐ Other (specify) | ☐ Geographic | | 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Afte | or Month(s) 🖸 Year(s) |
| 13. Current Location(s) (Bidg., Floor, Room) 15t Copy 400 Surfy | | 14. Is Record Series Duplicate (If yes, specify agency or ☐ Yes ☐ N | |
| 15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements ☐ None ☐ State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly and any hadware/software | d describe | 18. Recommended Retention | |
| □ Yes □ No | | | |
| Man de la companya della companya della companya de la companya della companya de | | | |
| | Telephone Number 0.884.4441 | 21. | 9-29-04 |
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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) Department/Agency DEFINITION - RECORD SERIES - A group of related record Series Title | RECORDS M 7275 V P JESSUP 2. Division | U | AGENCY RECORDS INVENTORY PAGE OF 3. Unit R / E s well as retention and disposition purposes. 5. Earliest Year/Latest Year 1993_ to |
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| 6. Record Series Description (Briefly describe the types | of Informationn/docume | nts/forms found in the series. In | nclude the purpose or function of the series. |
| 7. Record Series Format(s) □ Letter Size □ Microfilm □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk J Audio Tape □ Video Tape □ Other (specify) | 8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify) | | 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) |
| 11. File is Used ☐ Daily ☐ Weekly | . □ Monthly | 12. File Becomes Inactive Al | fter Month(s) □ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) 15+ mail 100m | | 14. Is Record Series Duplica (If yes, specify agency o | |
| 15. Access Restrictions | | 16. Audit Requirements ☐ None ☐ State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly any hadware/software □ Yes □ No | | 18. Recommended Retention | |
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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS M | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD | AGENCY RECORDS INVENTORY |
| Retention Schedule (DGS 550-1) | ٩ | O. BOX 275 , MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
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| DEFINITION - RECORD SERIES - A group of related rec | ords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title Calendar - Wew. | sletter | | 5. Earliest Year/Latest Year 2002 to 2023 |
| 6. Record Series Description (Briefly describe the types of | f informationn/docume | nts/forms found in the series. In | iclude the purpose or function of the series. |
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| 7. Record Series Formal(s) | 8. Record Series S | equence | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | ai . | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| □ Legal Size □ Computer Tape | ☐ Numerical | | ☐ Computer Tape(s) Number ☐ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologie | cal | |
| J Audio Tape ☐ Video Tape | ☐ Geographic | ≈al | 10. Annual Accumulation ☐ File Drawer(s) |
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| 11. File is Used. □ Daily □ Weekly | ☐ Monthly | | ter Month(s) D Year(s) |
| | | Number | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicat | |
| 15t- | | (If yes, specify agency of | r office) No |
| Lon's wood cab | | | |
| 15. Access Restrictions ☐ Yes ☐ No (II Yes, cite Law(s) & Regulation(s) | • . | 16. Audit Requirements | |
| | | ☐ None ☐ State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly an any hadware/software | nd describe | 18. Recommended Retention | |
| □ Yes □ Na | | Retain 2 yea | rs, then destroy |
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| Name and Title of Preparer | 110.884.4441 | 21. | Date 4-28-04 |
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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS M 7275 V P | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD O. BOX 275 MARYLAND 20794 | AGENCY RECORDS INV | |
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| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed and | d used as a unit for reference as | well as retention and disposition | purposes. |
| 4. Record Series Title Oil Recycling | Shed | | 5. Earliest Year/Latest Year | |
| 6. Record Series Description (Briefly describe the types of | Informationn/docume | nts/forms found in the series. In | lo notional to ecoquia enti ebuk | he series. |
| Invoices Posted gue Chik copies Grant info, copy Plans | nual Ledg | es. | | |
| 7 1471) | | · | | |
| 7. Record Series Format(s) | 8. Record Series S | equence | 9. Volume | Designate) |
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| 11. File is Used ☐ Daily ☐ Weekly | ☐ Monthly | 12. File Becomes Inactive After Discourse Number | er Month(s) 🗀 Yea | w(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate | ed Elsewhere? | · |
| Lon's Wood Cab. | | (If yes, specify agency or □ Yes □ I | office) No | |
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| ; | | Betain 54 after payment & all our have been met, | the distry | |
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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 | | AGENCY RECORDS INVENTORY |
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| Jepartment/Agency | 2. Division Secretary | 4 | 3. Unit R/E |
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| DEFINITION - RECORD SERIES - A group of related r | The second secon | | |
| 4. Record Series Title Purchase Order | Books /invo | ices 1 | 5. Earliest Year/Latest Year |
| 6. Record Series Description (Briefly describe the types | of informationn/document | nts/forms found in the series. In | clude the purpose or function of the series. |
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| 7. Record Series Format(s) | 8. Record Series S | aduanca | 9. Volume 8 600K3 |
| | | | ☐ File Drawer(s) |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
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| 11. File is Used | | 12. File Becomes Inactive Aft | der |
| ☐ Daily ☐ Weekly | ☐ Monthly | | Month(s) ☐ Year(s) |
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| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicat (If yes, specify agency o | |
| Hall bench seat | | | No |
| 15. Access Restrictions | | 16. Audit Requirements | |
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| ☐ Yes ☐ No | | ant in the | for 3 y and until |
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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS N 7275 V | OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 | AGENCY RECORDS INVENTORY | |
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| Jepartment/Agency | 2. Division | | 3. Unit | |
| | Secretar | 7 | R/E | |
| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. | |
| 4. Record Series Title Invoices / Pur | chase Orde | ers-Paid | 5. Earliest Year/Latest Year 200/to 2003 | |
| 6. Record Series Description (Briefly describe the types of Windows Cleaning Syxes Retreat Reycling Bins | informationn/docume | nts/forms found in the series. In | nclude the purpose or function of the series. | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume | |
| □ Letter Size □ Microfilm | ☐ Alphabetica | | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
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| J Audio Tape | □ Chronological | | 10. Annual Accumulation | |
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| 11. File is Used ☐ Daily ☐ Weekly | ☐ Monthly | 12. File Becomes Inactive Af Number | ter Month(s) □ Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) 13t Loris wood Cab | | 14. Is Record Series Duplica (If yes, specify agency o □ Yes □ | | |
| 15. Access Restrictions | | 16. Audit Requirements None State | ☐ Federal ☐ Independent | |
| 17. Is an Index System Used? (If yes, explain briefly an any hadware/software | nd describe | 18. Recommended Retention | | |
| □ Yes □ No | | | | |
| Name and Pittle of Preparete 120. | Telephone Number | 21 | . Date 4-28-04 | |
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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS N 7275 V | OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 P. MARYLAND 20794 | AGENCY RECOR | · · · · · · · · · · · · · · · · · · · |
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| Jepartment/Agency | 2. Division | efwy | 3. Unit | |
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| 4. Record Series Tille Punhase Orde | er Books | • | 5. Earliest Year/Lates | t Year 99 |
| 6. Record Series Description (Briefly describe the types | of informationn/docume | nts/forms found in the series. Inc | dude the purpose or fun | ction of the series. |
| | T. 2 | | <u> </u> | |
| 7. Record Series Format(s) □ Letter Size □ Microfilm □ Legal Size □ Computer Tape | 8. Record Series S Alphabetica Numerical | · | o | ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | | |
| J Audio Tape ☐ Video Tape ☐ Other (specify) —————— | ☐ Geographic ☐ Other (spe | | i a | tion File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly | 12. File Becomes inactive After D Number | or Month(s) | ☐ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate (If yes, specify agency or | | |
| 15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Begulation(s) | · . | 16. Audit Requirements | ☐ Federal C | □ Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention | | |
| □ Yes □ No | | | | |
| Box Koberto | 0. Telephone Number | 21. | Date 5-4-04 | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS M 7275 W P | OF GENERAL SERVICES ANAGEMENT DIVISION /ATERLOO ROAD .O. BOX 275 | | ORDS INVENTORY |
|--|-----------------------------|--|-----------------------|--|
| | JESSUP | , MARYLAND 20794 | PAGE _ | OF |
| Jepartment/Agency | 2. Division Secretar | 1 | 3. Unit | |
| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed and | l used as a unit for reference as | well as retention and | disposition purposes. |
| 4. Record Series Title Wextel Bills | | · | 5. Earliest Year/La | |
| 6. Record Series Description (Briefly describe the types of factorial forms). Coms. Quotes | informationn/documen | nts/forms found in the series. Inc | dude the purpose or | function of the series. |
| | | | | |
| | · | | | |
| 7. Record Series Format(s) | 8. Record Series S | equence | 9. Volume | |
| □ Letter Size □ Microfilm | ☐ Alphabetica | 1 | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| □ Legal Size □ Computer Tape | ☐ Numerical | | Number | ☐ Computer Tape(s) ☐ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologic | cal | | |
| J Audio Tape □ Video Tape | ☐ Geographic | al | 10. Annual Accum | ulation ☐ File Drawer(s) |
| Other (specify) | CJ Other (spec | cify) | Number | ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) |
| 11. File is Used ☐ Daily ☐ Weekly | ☐ Monthly | 12. File Becomes Inactive Afte | or Month(s) | □ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) 15t Lovi's 1400d cab | | 14. Is Record Series Duplicate (If yes, specify agency or | | |
| 15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | ☐ Federal | ☐ independent |
| 17. Is an Index System Used? (If yes, explain briefly an any hadware/software | d describe | 18. Recommended Retention | | |
| □ Yes □ No | | | | |
| ; | | | | |
| Bt Roberto | Telephone Number 0.884.4441 | 1 | Date 28-04 | |
| DGS 550-4 (Rev. 1/93) | . v.004.444 [| | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS M 7275 V | OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD D.O. BOX 275 MARYLAND 20794 | AGENCY RECORDS INVENTORY PAGE OF |
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| Jepartment/Agency | 2. Division | | 3. Unit |
| | Secretai | | R/E |
| DEFINITION - RECORD SERIES - A group of related rec | ords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Tille Grannie Employment Down A | otices, Re | esumus | 5. Earliest Year/Latest Year to 2003 |
| 6. Record Series Description (Briefly describe the types of | f Informationn/docume | nts/forms found in the series. Inc | dude the purpose or function of the series. |
| | | | |
| | · | | |
| 7. Record Series Formal(s) | 8. Record Series S | equence | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | . | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legat Size ☐ Computer Tape | ☐ Numerical ☐ Chronological | | Number |
| ☐ Bound Book ☐ Floppy Disk | | | |
| J Audio Tape □ Video Tape | ☐ Geographical ☐ Other (specify) | | 10. Annual Accumulation ☐ File Drawer(s) |
| ☐ Other (specify) | | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify) |
| 11. File is Used. □ Daily □ Weekly | □ Monthly | 12. File Becomes Inactive Afte | or Month(s) 🔲 Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) 15t Copt 4DV- Duffy | | 14. Is Record Series Duplicate (If yes, specify agency or □ Yes □ N | |
| 15. Access Restrictions | | 16. Audit Requirements | |
| (If Yes. cite Law(s) & Regulation(s) | | □ None □ State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly a any hadware/software | nd describe | 18. Recommended Relention Retain for 2 | wars from date |
| □ Yes □ No | | of action, t | years from date hen destroy. |
| | | | |
| JUI ROCKERD | 410.884.4441 | 21. | Date 4-29-04 |
| DGS 550-4 (Rev. 1/93) | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | DEPARTMENT OF GEI RECORDS MANAGE 7275 WATERL P.O. BOX | MENT DIVISION OO ROAD (275 | | ORDS INVENTORY |
|--|--|--------------------------------------|-----------------------------------|---|
| | JESSUP, MARYLAND 20794 | | PAGE _ | OF |
| Jepartment/Agency | 2. Division Secretary | | 3. Unit Peceptism | st leditor |
| DEFINITION - RECORD SERIES - A group of related reco | rds normally filed and used a | s a unit for reference as v | veil as retention and | disposition purposes. |
| 4. Record Series Title Employee Pay | Ranges | | 5. Earliest Year/Lat 2003 to 2 | lest Year |
| 6. Record Series Description (Briefly describe the types of | Informationn/documents/forms | s found in the series. Inc | lude the purpose or i | unction of the series. |
| | | | | |
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| į. | | | | |
| 7. Record Series Format(s) | 8. Record Series Sequence |) | 9. Volume | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetical | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| □ Legal Size □ Computer Tape | ☐ Numerical | | Number | ☐ Computer Tape(s)☐ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronological | | | |
| I Audio Tape □ Video Tape | ☐ Geographical | | 10. Annual Accumu | |
| □ Other (specify) | ☐ Other (specify) | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | | | Number | ☐ Computer Tape(s) ☐ Other (specify) |
| | | | | |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly _ | ile Becomes Inactive Afte D N Number | r Aonth(s) | ☐ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | 14 1 | s Record Series Duplicate | d Elsawhere? | <u>.</u> |
| 151 | . (| (If yes, specify agency or | office) | • |
| Louis Word file cab. | | □ Yes □ N | | |
| 15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s) | 16. | Audit Requirements | | |
| (oo, old can(a) a paguialion(s) | | ☐ None ☐ State | ☐ Federal | ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly and | describe 18. F | Recommended Retention | | |
| any hadware/software | | after | mination | |
| □ Yes □ No | | Retain 3 years, | \ | |
| i | | | | |
| None Oliver | | | | |
| Name and Title of Propager All All All All All All All All All Al | 0.884.4441 | 21. | Date 4-28-04 | |
| DGS 550-4 (Rev. 1/93) | | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS A | OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 | AGENCY RECORDS INVENTORY |
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| lanastrant/A ganay | JESSUF 2. Division | P, MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | Secreta | ng | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related re | ecords normally filed an | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title application for | employment | · (Mary Rank version) | 5. Earliest Year/Latest Year 200 / to 7033 |
| 6. Record Series Description (Briefly describe the types | | | clude the purpose or function of the series. |
| | . • | | |
| | | | • |
| | | | |
| · | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| □ Letter Size □ Microfilm | ☐ Alphabetica | aj . | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | ☐ Computer Tape(s) Number ☐ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | |
| I I Audio Tape ☐ Video Tape | ☐ Geographical | | 10. Annual Accumulation ☐ File Drawer(s) |
| □ Other (specify) | ☐ Other (spe | cify) | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | | | Number C Other (specify) |
| 11. File is Used ☐ Daily ☐ Weekly | ☐ Monthly | 12. File Becomes Inactive Afte | l or Nonth(s) □ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) 13. Current Location(s) (Bldg., Floor, Room) 13. Current Location(s) (Bldg., Floor, Room) 14. Diff Ports | | 14. Is Record Series Duplicate (If yes, specify agency or □ Yes □ N | office) |
| 15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | |
| (ii 165, die Law(s) a pegulauon(s) | • . | ☐ None ☐ State | ☐ Federal ☐ Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | | termination, |
| □ Yes □ No | | Retain 3 years | s, then destroy |
| ŧ. | | | |
| Name and Title of Preparer 4 | 10.884.4441 | 1 | Date 4-29-04 |
| DGS 550-4 (Rev. 1/93) | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY | |
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| | | | PAGE OF | |
| Jepartment/Agency | 2. Division | | 3. Unit | |
| | Secret | ant | K/E | |
| DEFINITION - RECORD SERIES - A group of related re | cords normally filed an | nd used as a unit for reference as | s well as retention and disposition purposes. | |
| | | | 5. Earliest Year/Lalest Year | |
| 4. Record Series Title Regulating Flood- | HONE LUIN | m Margans | to | |
| 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. | | | | |
| 7. Pagerd Series Format(s) | a Danvel Suday | | La Velina I sovial notebook | |
| 7. Record Series Format(s) | 8. Record Series Sequence Alphabetical | | 9. Volume Spraintenance File Drawer(s) Microfilm Reel(s) Computer Tape(s) | |
| □ Letter Size □ Microfilm | | | | |
| □ Legal Size □ Computer Tape | ☐ Numerical | | Number | |
| □ Bound Book □ Floppy Disk | ☐ Chronolog | | 10. Annual Accumulation | |
| J Audio Tape ☐ Video Tape ☐ Other (specify) | ☐ Geographical ☐ Other (specify) ————— | | ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify) | |
| | | | | |
| 11. File is Used ☐ Daily ☐ Weekly | □ Monthly | 12. File Becomes Inactive Af Number | fter Month(s) □ Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) 15t Hall buffet | | 14. Is Record Series Duplica (If yes, specify agency o □ Yes □ | | |
| 15. Access Restrictions Yes No (If Yes, cite Law(s) & Begulation(s) | | 16. Audit Requirements □ None □ State □ Federal □ Independent | | |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recomr | | |
| □ Yes □ No | | | il updated or I, then destroy | |
| 13t Koberto | 0. Telephone Number | 21. | . Date 4-28-04 | |
| DGS 550-4 (Rev. 1/93) | | | | |

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| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS N 7275 V | OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD | AGENCY RECOR | DS INVENTORY |
| Retention Schedule (DGS 550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE | OF |
| Jepartment/Agency | 2. Division | | 3. Unit | , |
| • | Secreta | | R/E | |
| DEFINITION - RECORD SERIES - A group of related rec | ords normally filed an | d used as a unit for reference a | s well as retention and dis | position purposes. |
| 4. Record Series Tille Telephone Message Books | | | 5. Earliest Year/Latest | Year |
| 6. Record Series Description (Briefly describe the types of | I informationn/docume | nts/forms found in the series. In | nclude the purpose or lunc | ction of the series. |
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| | | | · | |
| 7. Record Series Formal(s) | 8. Record Series S | Sequence | 9. Volume 7. 675 | C. Ella Danuaria) |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetical ☐ Numerical | | ☐ Microfilm Re | ☐ Microfilm Real(s) |
| ☐ Legal Size ☐ Computer Tape | | | | Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologi | cal | | · |
| J Audio Tape 🔲 Video Tape | ☐ Geographical | | 1 | ☐ File Drawer(s) |
| ☐ Other (specify) | Other (specify) | | D | ☐ Microfilm Reel(s) Computer Tape(s) Cther (specify) |
| | | | Number | J Culai (specily) |
| 11. File is Used ☐ Daily ☐ Weekly | ☐ Monthly | 12. File Becomes Inactive Al | | ☐ Year(s) |
| | a monun, | Number | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplica | | |
| 15th Hail bench Seat | | (If yes, specify agency o | or office) No | |
| 15. Access Restrictions | | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulation(s) | • | □ None □ State | ☐ Federal ☐ | Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recomi Retain 2 ye | ars, then destroy | · · · · · · · · · · · · · · · · · · · |
| □ Yes □ No | | | • | |
| | | | | |
| : | | | | |
| Name and Title of Preparer 20 | . Telephone Number | 21 | . Date | |
| 4 | 10.884.4441 | | 4-28-04 | |
| DGS 550-4 (Rev. 1/93) | | <u></u> | · | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS M 7275 W P | OF GENERAL SERVICES ANAGEMENT DIVISION /ATERLOO ROAD .O. BOX 275 , MARYLAND 20794 | PAGE OF |
|--|-----------------------------|---|---|
| Jepartment/Agency | 2. Division | ec. | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed and | l used as a unit for reference as t | well as retention and disposition purposes. |
| 4. Record Series Title Phone message | books | | 5. Earliast Year/Latest Year |
| 6. Record Series Description (Briefly describe the types of | informationn/documer | nts/forms found in the series. Inc | lude the purpose or function of the series. |
| | | | |
| 7. Record Series Format(s) | 8. Record Series S | equence | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetica | I . | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | U Computer Tape(s) Number □ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronologic | al | |
| I Audio Tape ☐ Video Tape ☐ Other (specify) | ☐ Geographic | | 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) |
| 11. File is Used □ Daily □ Weekly | ☐ Monthly | 12. File Becomes Inactive Afte □ N Number | r Nonth(s) [] Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) HHC-J | | 14. Is Record Series Duplicate (If yes, specify agency or □ Yes □ N | |
| 15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | □ Federal □ Independent |
| 17. Is an Index System Used? (If yes, explain briefly an any hadware/software | d describe | 18. Recommended Retention | |
| □ Yes □ No · | | · | |
| i . | | | · |
| 1 DT Roberta | Telephone Number 0.884.4441 | 21. | Date 5-4-04 |
| DGS 550-4 (Rev. 1/93) | TFF.FUU.U. | 1 | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY | |
|---|---|---|---|--|
| Retention Schedule (DGS 550-1) | | | PAGE OF | |
| Jepartment/Agency | 2. Division | | 3. Unit | |
| - Swant | Secretar | T | RIE | |
| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. | |
| 4. Record Series Title Amyn Phone S | Syptem | | 5. Earliest Year/Latest Year 2002 | |
| 6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series | | | | |
| 7. Record Series Format(s) | 8. Record Series S | equence | 9. Volume | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☐ Other (specify) | | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
| ☐ Legal Size ☐ Computer Tape | | | Number | |
| ☐ Bound Book ☐ Floppy Disk | | | | |
| J Audio Tape ☐ Video Tape ☐ Other (specify) | | | 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) | |
| 11. File is Used □ Daily □ Weekly □ Monthly | | 12. File Becomes Inactive Afte | or Month(s) □ Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) 15+ Copy room 400 - Duty | | 14. Is Record Series Duplicate (If yes, specify agency or □ Yes □ N | office) | |
| 15. Access Restrictions | | 16. Audit Requirements □ None □ State □ Federal □ Independent | | |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention | 2 t 1 1/2 T | |
| □ Yes □ No | | Petain 44 apre | a contract expustion, | |
| | | The assert | | |
| Box Koberto | Telephone Number | 21. | Date 4-29-34 | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS | T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD | AGENCY RECORDS INVENTORY |
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| Retention Schedule (DGS 550-1) | | P.O. BOX 275 P. MARYLAND 20794 | PAGE OF |
| Jepartment/Agency | 2. Division | | 3. Unit |
| | Secretar | 4 | R/E |
| DEFINITION - RECORD SERIES - A group of related r | ecords normally filed an | d used as a unit for reference | as well as retention and disposition purposes. |
| 4. Record Series Title Sykes area Wetnam War W | | éterans | 5. Earliest Year/Latest Year to |
| 6. Record Series Description (Briefly describe the types | of informationn/docume | ents/forms found in the series. | Include the purpose or function of the series. |
| Compiled by Yo | vry Doudes | Gester | |
| Compiled by You Vietnam War | y and a second | 1 | |
| viernam war | verevano o | List + photos | |
| | | | SEA ON VERNICE SALES |
| | | | |
| 7 Board Series Compate) | la Barrel Barrel | | 9. Volume 1 5/hder |
| 7. Record Series Format(s) | 8. Record Series S | | ☐ File Drawer(s) |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetic | al | ☐ Microfilm Reel(s |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | Number |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronolog | ical | |
| J Audio Tape ☐ Video Tape | ☐ Geographi | cal | 10. Annual Accumulation ☐ File Drawer(s) |
| ☐ Other (specify) | ☐ Other (spe | ocify) | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | | | Number |
| 11. File is Used | | V | |
| ☐ Daily ☐ Weekly | ☐ Monthly | 12. File Becomes Inactive After | |
| | | Number | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Dupli | cated Elsewhere? |
| 15+ | | (If yes, specify agency | v or office) No |
| Hall Bullet | | | |
| 15. Access Restrictions | | 16. Audit Requirements | |
| 2017-1 29-32-4001707 | | □ None □ State □ Federal □ Independent | |
| 17. Is an Index System Used? (If yes, explain briefly and describe | | 18. Recommended Retention | |
| any hadware/software | | | |
| □ Yes □ No | | | ent. Transfer periodically aryland State Archives |
| | | | |
| | | | |
| Name and Title of Preparer | 20. Telephone Number | | 21. Date |
| | 410.884.4441 | | 4-28-04 |
| DGS 550-4 (Rev. 1/93) | | L | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY |
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| Tracellating (DGS 550-1) | | | PAGE OF |
| Jepartment/Agency | 2. Division Secretary | 7 | 3. Unit \mathcal{R}/\mathcal{E} |
| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed and | d used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Tille Working files - current | | 5. Earliest Year/Latest Year to | |
| 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. In historic license plate century homeromises parades Hurricane Isabel, etc. | | | clude the purpose or function of the series. |
| 7. Record Series Format(s) □ Letter Size □ Microfilm □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk J Audio Tape □ Video Tape □ Other (specify) | 8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify) | | 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) |
| 11. File is Used ☐ Daily ☐ Weekly | · Monthly | 12. File Becomes Inactive Afte | or Month(s) |
| 13. Current Location(s) (Bldg., Floor, Room) 15t Lons wood cab | | 14. Is Record Series Duplicate (If yes, specify agency or | |
| 15. Access Restrictions | | 16. Audit Requirements □ None □ State □ Federal □ Independent | |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | further fiscal, legal or permanently any mate document the origin, o | levelopment and ne department. Transfer |
| DT Roberto | Telephone Number | | Date 4-28-04 |